

Areeba Rafique

Seeking a dynamic role within a renowned and progressive organization where I can leverage my skills and expertise to propel my career growth.

✉ areeba.rafiq11@gmail.com

☎ 0304-2877352

📍 Karachi, Pakistan

WORK EXPERIENCE

Senior Associate Traders Global Generations

202 -2024

Karachi, Pakistan

Achievements/Tasks

- Effectively guided and mentored Junior Associates and Associates, cultivating a disciplined and collaborative team atmosphere. Offered continuous support to team members, guaranteeing streamlined task execution and overall team achievements.
- Demonstrated strong interpersonal skills through effective collaboration with various departments to promptly resolve trader issues. Provided timely assistance to the front-end support department, contributing to enhanced operational efficiency and client satisfaction.

Customer Support Executive & Social Media Manager

KEATO

2020-2021

Karachi, Pakistan

Achievements/Tasks

- Experienced in customer service and social media management, adept at converting online audience into subscribers. Skilled in developing and maintaining strong social media presence across platforms like Facebook and Instagram.

Internship

Pakistan Petroleum Limited (PPL)

2020

Karachi, Pakistan

Achievements/Tasks

- During my internship at Pakistan Petroleum Limited's Exploration-Frontier Department, I actively participated in geophysical data analysis, contributing to the identification of potential exploration sites.

EDUCATION

Bachelors in Geophysics Bahria University

2017 - 2021

Karachi, Pakistan

Courses

- CGPA 3.55
- Silver Medalist

SKILLS

Leadership

Team Leading

Problem Solving

Creativity

Innovation

Effective Communication

Team Management

ACHIEVEMENTS

MS Office Certification

Basic MATLAB Skills

Assisted in creation of an In-house Billing Portal.

Earned recognition for consistently providing outstanding support, showcasing effective communication and adept problem-solving abilities.

Silver Medalist

Hult Prize Regional Finalist

Pakistan Association of Petroleum Geoscientists (PAPG)

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Cooking

Environmental and Social Activist

Personal Development

Travelling