

# Tooba Hashmi

Lecturer

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Hyderabad-Pakistan-GPA-3.58

## WORK EXPERIENCE (Academic)

#### Lecturer (Management Sciences) Mehran University of Engineering & Technology (MUET) Mehran University Institute of Science Technology &

## **Development(MUISTD)**

01/2019 – Present

Jamshoro-Sindh-Pakistan

#### Achievements/Tasks

- --To teach & facilitate the students for assigned subjects at Bachelors and Post graduate level.
- --Class Advisor for BBA Students (Girls)
- -- Service Quality Coordinator (ISO 9001-2015) of MUISTD Department
- --Research Supervisor for final Year students

#### Lecturer (Management Sciences) Shaheed Zulfiqar Ali Bhutto Institute of Science &Technology (SZABIST)

08/2017 - 01/2019

Hyderabad-Sindh-Pakistan

Hyderabad-Sindh-Pakistan

#### Achievements/Tasks

- -- To teach the students for assigned subjects at Bachelors .
- -- To participate in student activities and any internal matter assigned by SZABIST management.

-- Former Member of SZABIST Finance society.

--Successfully conducted Public Speaking Contest among students as a part of Learn Fest.

## WORK EXPERIENCE (Corporate)

#### **General Banking Officer/Operations Manager** (Officiating)

MCB Bank Limited 05/2012 - 04/2015

#### Achievements/Tasks

-- Remittance Management-Managed the whole Inward/Outward remittances under Clearing, Cheque Collections, Online fund transfer, Demand drafts & Pay orders.

-- Account Opening-Documentations of Account opening forms, Opening in system & managed post account opening activities & regulatory requirements.

-- Term deposits-Managing the Documents, Opening in system with proper term & encashment with monthly balancing & reporting..

-- Reconciliation-Reconcile the erroneous transactions& entries with immediate rectification.

--Reporting-Managed to report on daily/ Weekly, Fortnightly, Monthly & yearly basis to Head office & State Bank for Credit risk & foreign return.

--Strict Adherence to regulatory Compliance & Control-Monitored & rectified where ever required & ensured the implementation of proper controls given by MCB bank & State Bank of Pakistan.

## **EDUCATION**

## Master of Business Administration (MBA)-Finance

SZABIST- Hyderabad Campus

01/2015 - 05/2016

**Elective Courses** -- Strategic Finance

-- Project Evaluation

-- Corporate Finance -- Derivatives

## **Bachelors of Business Administration (BBA)-Finance**

Bahria University Karachi Campus 09/2007 - 07/2011 Karachi-Pakistan- GPA-3.43

#### **Elective Courses**

- -- Analysis of Financial Statement -- Financial Modeling
- -- International Financial Management -- Portfolio Management
- -- Treasury & funds Management

## **COURSES TAUGHT**

- -- Introduction to Accounting
- -- Cost & Managerial Accounting
- -- Financial Accounting -- Business Law & taxation

--Macroeconomics

- -- Islamic Banking & Finance -- Analysis of Financial Statements
- -- Banking Regulations & Policies
- -- Business Ethics

## **Professional Training (Academic)**

**SIX WEEKS Skill Based Faculty Development Programme at NAHE (National Academy of Higher Education by HEC (Higher Education Commission of** Pakistan) Islamabad-Pakistan

01/06/2019 - 07/07/2019

#### <u>Highlights</u>

-- The training was comprised on three modules.

--Teaching & Learning- The focus was on MICROTEACHING, principles, models, elements of effective teaching, domain & types of learning, objective based learning, assessment and evaluation techniques on the basis of bloom's taxonomy.

--Research- Basic Research tools, preparation of research proposal, research publication and presentation, stake-holder driven research, achieving research grant, and industry and academia linkage were the centre of discussion.

--Leadership & Governance- Basic leadership skills, bridge between administration and academia, academic governance and representation, skills required to govern the bodies, meeting with Vice Chancellors of different universities of Pakistan.

## **Professional Training (Corporate)**

## **SIX MONTHS Induction Training as Trainee Business** Officer (TBO Batch-42) by MCB BANK Limited

07/05/2012 - 11/12/2012

Karachi- Pakistan

#### Hiahliahts

-- The training was comprised on class room lectures and on the job placement in bank's branches during training.

--There were mainly three modules.

- Branch Banking- Account opening, Customer relationship management, handling of cheque books and ATM, Remittance management, lockers, different Operations manual, managing profitability of branch etc.

Credit- Consumer credit, corporate commercial credit, microfinance, agriculture credit, lines of credit, Customer suitability, credit risk management, credit policy of MCB Bank, Credit handbook reviewed etc.

Trade- Letter of Credit and its types, Letter of Guarantee, Factoring/Bills Discounting, INCO TERMS, UCP, URR, Negotiable instruments, SWFT etc

## **PROFESSIONAL CERTIFICATIONS**

#### Associateship of Institute of Bankers Pakistan accredited by Chartered Banker Institute(UK)

(10/2014 - 10/2014)

Karachi/Pakistan --AIBP Banking Certification was comprised on only one stage.

-- Cleared all subjects in 1st Attempt.

--Got reward of Rs.150, 000 from MCB Bank

#### Junior Associateship of Institute of Bankers Pakistan accredited by Chartered Banker Institute(UK)

(11/2012 - 12/2013)Karachi /Pakistan -- JAIBP Banking Certification was comprised on three different Stages.

--Cleared all stages in 1st Attempt.

--Got Cash reward of Rs. 225,000(accumulative) from MCB Bank

#### **HONOR & AWARDS (ACADEMIC)**

Chancellor's Honor roll (03/2016 - 03/2016) SZABIST Hyderabad -- For securing GPA above 3.5 in MBA.

#### **HONOR & AWARDS (CORPORATE)**

#### MCB Sport Award (06/2014 - 06/2014)

#### MCB Bank Limited

-- In appreciation of outstanding commitment to quality service & excellence

#### Certificate of Participation (11/2012 - 11/2012) MCB Bank Limited

-- Upon successful Completion of Training of six months at MCB Staff College.

#### Certificate of Commendation (11/2012 - 11/2012) MCB Bank Limited

-- For securing 2nd position at MCB Staff College Karachi in whole Southern Region for 6 months induction training

-- Got Rs.15,000 Cash Reward for securing position.

## **CONFERENCES**

04-05/05/2019

Jamshoro-Pakistan --Attended two days International Conference on "Industrial Cluster Mapping Sindh" at Mehran University of Engineering & technology (MUET)

20/10/2018 Karachi-Pakistan --Attended One Day international Conference on "Experiential Learning" at Institute of Business Management (IoBM)

## **RESEARCH INTEREST**



#### Research Supervision( In Progress)

2020: Impact of Cash flow management practices on firm's financial performance

2020: Sustainable Supply Chain Management Practices and Firm Performance: Evidence from SMEs

#### **Research Work**

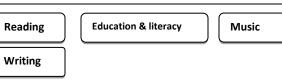
--2018: "Impact of macroeconomic factors on Non-performing loans in Pakistan

--2015: Master's thesis on "Impact of discount rate on credit lending" A Comparative study on Public & Private Sector Banks.

## SKILLS



#### **PERSONAL INTERESTS & CONCERNS**



#### LANGUAGES

