



Tooba Hashmi

Lecturer

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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

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

Hyderabad-Sindh-Pakistan

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

Hyderabad-Pakistan-GPA-3.58

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
- Financial Accounting
- Cost & Managerial Accounting
- Business Law & taxation
- Islamic Banking & Finance
- Analysis of Financial Statements
- Banking Regulations & Policies
- Macroeconomics
- 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))

01/06/2019 – 07/07/2019

Islamabad-Pakistan

Highlights

- 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

Highlights

--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

Economics

Accounting

Banking & Finance

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

Presentation

Decision Making

Research

Conflict Mgmt

Team Work

Leadership

PERSONAL INTERESTS & CONCERNS

Reading

Education & literacy

Music

Writing

LANGUAGES

English

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Urdu

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