

SABA NAJEEB

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EDUCATION

New York University School of Professional Studies

Masters of Science
Human Resource Management
Class of 2017 | GPA 3.7 of 4.0

United Arab Emirates University College of Business and Economics

Bachelors of Science
Finance and Banking
Class of 2010 | GPA 3.85 of 4.0

RESEARCH

United Arab Emirates University

Research Assistant to Dr. Osiris Jorge Parcero
Research Topic:
Economic Growth and Oil Abundance in MENA

United Arab Emirates University

Research Assistant to Dr. Ishaq Bhatti
Research Topic:
Optimum Model Establishment in determining motor risk premium in the UAE Islamic Insurance (Takaful) Market

COURSES

Harvard University

Derek Bok Center for Teaching and Learning
Teaching & Learning Strategies for Higher Education
Summer 2018

New York University Abu Dhabi

Sheikh Mohammed Bin Zayed Scholar
Class of 2010

Course Title: *The American Supreme Court's Relationship between Church and State*
Taught by NYU President John Sexton

California State University

Intercultural Dialogue
Living and Learning in a Diverse Society
Class of 2010

Certificate Of Entrepreneurship

In Affiliation with University of Waterloo,
Georgia State University
and University of Connecticut
Class of 2009

LANGUAGES

English (Proficient) -- Urdu (Native)
Arabic (Basic)

TEACHING EXPERIENCE

New York University

SEP 2017 – Present

Instructor, Social Science

- Teach recitation sessions independently
- Prepare course material
- Proctor and Grade exams and in-class assignments
- Offer private tutoring during office hours
- Courses Taught/ Assisted

SOCSU-UH-1111 Markets (Microeconomics)

ECON-AD-302 Foundations of Financial Markets

BUSOR-UH-1501 Introduction to Accounting

ECON-UH 2312 Economic Rationality and Behavior

SOCSU-UH 1001 Global Economic, Political and Social Development since 1500

United Arab Emirates University AUG 2007 – DEC 2009

Academic Fellow, Peer Tutor Center

- Academic Writing Coach for university wide students
- Tutor Freshmen and Sophomores on basic business courses
- Advise Freshmen with subject selection
- Practice spoken English skills with non-native students.
- Participate in business conferences representing UAEU

INDUSTRY EXPERIENCE

New York University

SEP 2012 – AUG 2017

Financial Analyst, Controller's Office

- Implemented process improvements to ensure policy compliance of data to university policies
- Report cash position to government agencies to acquire continuous annual funding
- Automated bank reconciliation process improving cycle time by 50%
- Maximize rates of returns on university investments by maintaining a diverse portfolio

New York University

OCT 2010 – AUG 2012

Accountant, Controller's Office

- Ensure accurate reporting on company financial documents by timely reconciliation of general ledger accounts
- Enhanced key vendor relations by timely processing accounts payable transactions
- Train cash custodians and supervise university-wide funds

New York University

JUN 2010 – SEP 2010

Intern, Controller's Office

- Assist with IRS Annual Tax Form Preparations
- Prepare Annual Fixed Assets Report

Abu Dhabi Islamic Bank

MAR 2010 – MAY 2010

Intern

- Analyze activities at the Operations and Treasury Department
- Assist with Consumer Finance Product Sales

HONORS & AWARDS

TEDx Speaker (2018)

New York University

Graduate Studies (2017)

Full Scholarship for Graduate Education;
NYUAD Sheikh Mohammed Bin Zayed Scholar's Program

Undergraduate Studies (2010)

Full Bright Asia Scholar
Presidential Award for Academic Excellence
Dean's Honor's List