

# SABA NAJEEB

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## TEACHING EXPERIENCE

### New York University Abu Dhabi

**SEP 2017 – Present**

Instructor of Social Science, Economics Department

- Teach recitation sessions independently.
- Provide in person & online trainings on how to use the Bloomberg Terminal.
- Serve as the faculty advisor on various external student competitions.
- Manage the university's Bloomberg program, liaising with donors.
- Prepare course material, draft exams and hold office hours.
- Proctor and Grade exams and in-class assignments.

Courses Supported:

**ECON-GH-5420** | Institutions, Governance & International Development

**ECON-AD-2510** | Foundations of Financial Markets

**ECON-UH-3512** | Global Asset Allocation

**ECON-UH-2312** | Economic Rationality and Behavior

**ECON-AD-302** | Technology & Economic

Development: Markets & Networks

**BUSOR-UH-1501** | Introduction to Accounting

**SOCSC-UH-1111** | Markets (Microeconomics)

**SOCSC-UH-1001** | Global Economic, Political & Social Development since 1500

### New York University Abu Dhabi

**JUL 2021 – AUG 2021**

Math Coach, Summer Academy Program

Courses Supported:

- Probability and Statistics
- Application of Abstract Algebra

### 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.
- Practice spoken English skills with non-native students.

## 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 & Economics

Bachelors of Science

Finance and Banking

Class of 2010 | GPA 3.85 of 4.0

## CERTIFICATIONS

### Bloomberg

Finance Fundamentals

August 2024

### Bloomberg

Environment Social Governance

September 2022

### Bloomberg

Bloomberg Market Concepts

August 2020

## STATISTICAL SOFTWARES

**STATA** – Proficient

**Microsoft Excel** – Proficient

**SPSS** – Intermediate

## LANGUAGES

Urdu – Native

English – Proficient

Arabic - Proficient

## SHORT COURSES

### **Institute of Management Accountants (IMA)**

Financial Planning & Analysis Certificate  
Strategic Budgeting | Strategic Planning | Forecasting  
Summer 2023

### **Harvard University**

Derek Bok Center for Teaching and Learning  
*Higher Education Teaching Certificate*  
Summer 2020

### **Barcelona GSE Summer School**

Course: Economics of Education  
Summer 2019

### **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

## INDUSTRY EXPERIENCE

### **New York University Abu Dhabi | 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 fixed deposit portfolio.

### **New York University Abu Dhabi | 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 Abu Dhabi | JUN 2010 – SEP 2010**

Intern, Controller's Office

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

## RESEARCH

### **United Arab Emirates University**

Research Assistant to Dr. Osiris Jorge Parcerro  
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*