

IFRAH RUBAB



Cell Phone:

0334-8543810

• **E-Mail:**

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Address:

House #72 b St # 2 yousaf colony
chaklala scheme 3 Rwp

Skill Highlights

IT SKILLS:

- Operating Systems (windows 7, 8, 10)
- MS Excel
- MS Word
- MS PowerPoint
- Internet - Emailing, internet researching...

PROFESSIONAL SKILLS:

- Teaching & Training
- Financial Management, Accountancy, Filing and Record Keeping, General Management & Correspondence (Business & Official)
- Excellent interpersonal, negotiation, presentation and communication skills (Oral & Written)

Languages

English – Better
Urdu – Native
Punjabi – Native

An energetic, self-motivated and hardworking professional, able to use own initiative and work as part of a team. An effective communicator at all levels within an organization with effective leadership skills. Good written, problem solving and analytical skills.

Career Objectives

- To work with the organization that provides a friendly environment with good career opportunities.
- My objective is to learn all the aspects of my job in an organization.
- To work for an organization this provides me opportunity to improve my skills and knowledge to growth along with the organization.

Profile

Father's Name: Ghulam Sarwar
Date of Birth: November 30, 1995
Gender: Female
Marital Status: Unmarried
Religion: Islam
Nationality: Pakistani
Domicile: Attock (Punjab)

Education

- **Master of Commerce**
Quaid-i-Azam University, Islamabad (2021)
Courses: Accounting and Finance
- **Bachelor of Commerce**
University of the Punjab, Lahore (2018)
Courses: Accounting and Commerce
- **Intermediate;** BISE Rawalpindi (2016)
Courses: F.A; Economics, Education, Islamic Studies
- **Matriculation;** BISE Rawalpindi (2010)
Courses: Science

Experience

- Working in United Bank Limited as a BSO
- 1 years of Management Trainee Officer (MTO) experience in Accounts and Finance Department of AWT (Army Welfare Trust) Rawalpindi
- 4 years of teaching experience in Bin Qasim School & College Rawalpindi
- 4 years of teaching experience in Al-Sideeq Ilmi Academy

References available on request

