

RUBAB KIYANI



CONTACT

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SKILLS

- MS Office
- QuickBooks
- Financial Data Analysis
- Data Entry
- Record Keeping
- Energetic
- Problem Solving
- Leadership
- Time Management
- Convincing Power
- Business Relationship
- Oral and Verbal Communication

LANGUAGES

- English
- Urdu
- Punjabi
- Arabic (Beginner)
- Chinese (Beginner)

ACHIEVEMENTS & AWARDS

Certification in MS Office

OBJECTIVE

To obtain professional and challenging careers. To be open to new learning experiences and utilising them in a successful manner. Always willing to learn new skills.

EXPERIENCE

- City Police Office (CPO), Rawalpindi
July 2024 - August 2024
Account Intern
- Munawar Institute of Medical Sciences (MIMS), Rawalpindi
June 2023 - August 2023
Administrator
- Nisa Academy, Rawalpindi
January 2020 - December 2022
Teacher and Lecturer (MS Office)
- Hassan Education Academy, Rawalpindi
September 2019 - October 2023
Senior Teacher
- Home Tutions (APS, F.G), Rawalpindi
June 2019 - Continue
Teacher

EDUCATION

- National University of Modern Languages, Islamabad
2025
BS (Accounting and Finance)
2.98/4
- F.G Post Graduate College (CB1), Rawalpindi
2019
Intermediate in Computer Science
First Division
- F.G Sir Syed Girls Secondary School, Rawalpindi
2017
Matriculation (Computer Science)
First Division

PROJECTS

- Financial Analysis and Valuation of Different Listed Companies (on Excel)
- Ratio Analysis of Millat Tractors Limited and Indus Motor Company from Financial Statements (on Excel)
- Company Financial Management on QuickBooks

REFERENCE

References will be furnished upon request. -