

UMMAMA MEHTAB

Islamabad, Pakistan | ummama0601@gmail.com

SUMMARY

Motivated and dedicated Computer Science graduate from Quaid-i-Azam University, seeking an opportunity to apply my technical knowledge, passion for learning, and collaborative skills in a professional environment. Quick learner with proficiency in MS Office, documentation, database, and data handling. Eager to contribute to an efficient and professional finance environment.

EDUCATION

Quaid-i-Azam University | 2025

Bachelor of Computer Science

CGPA 3.1/4

SKILLS

- Database Management (MySQL, SQL basics)
- MS Office (Word, PowerPoint, Excel)
- MS Excel (formulas, tables, basic analysis)
- Email & Report Writing
- Internet Research &
- Organizational Skills
- Data Entry & Management
- File & Data Management
- Technical Documentation & Reporting
- Team Collaboration & Adaptability