

khola rauf

Husband visa holder

dubai 0000

kholarauf7_92r@indeedemail.com

00971568235911

Willing to relocate: Anywhere

Work Experience

Accountant

Adam's fire tech - Islamabad

September 2016 to October 2018

Strong gripe on MS excel,Accounting softwares like Quick book peachtree ERP

Admission officer

Barani institute of management sciences

February 2015 to July 2016

worked as admission office in University level,good communication, active marketing skill,good strategy making skill, having good marketing plans.

Education

MBA

Arid agriculture university

ICMA

Acma

B. COM

punjab college of commerce

FSC (Math,stat,eco)

Noor college foundation

SSC (phy, che, Bio)

Govt girls High school

Skills

sale (3 years), Finance (3 years), Team Management (2 years), Peachtree (2 years), Quick book (3 years), Reconciliation of Accounts, finalization of account, invoice, petty cash handling (3 years)

Certifications and Licenses

Acma

September 2012

Additional Information

Financial Analysis

Target oriented work

Coordination

Dedicated and Hardworking,

Self-confident.

Possess Leadership Qualities.

Personal statment :

I Consider myself a complete business management professional with a specialized expertise in finance, project management, financial analysis, coordination work and would like to apply my business studies at Organizations in practice.