

Madiha Noreen

i am an accounting graduate with more than 3 years of xperience in administration work

Jumeirah

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Work Experience

Teacher

Springdale school

2018 to Present

- Responsible for a class and for covering all aspects of learning and development.
- Providing plans for coordinating work both indoors and outdoor activities in the summer months.
- Work with instructional staff, parents and community to improve quality of student outcomes.

Accountant, Administration

Springdale school - Pakistan

August 2017 to October 2019

Responsibilities

- Overseeing the daily operations of the sector, ensuring compliance with the policies and regulations.
- Maintain accounts
- Journal entries
- Prepared and analyzed financial statements
- Reviewed and corrected accounting entries.
- Generate financial reports.
- Manage information and data.
- Coordinate communications/ notices home to parents.
- Scheduled and coordinated meetings, interviews, events and other similar activities.

Education

Bachelor's in Accounting

Jinnah College of Commerce under UOG

October 2013 to June 2015

Skills

- Able to interact with all Ages.
- Self-Motivated.
- Good organizational skills.
- MS Word

- MS Excel
- MS Power point

Certifications and Licenses

Teaching Certificate