



MARIA TABBASAM

Assistant Accountant / Sales/Admin

+971 52 7844724

Mahialvi9262@gmail.com

Ajman, UAE

LinkedIn

Personal Information

Gender : Female
Date of Birth : 24/01/1998
Nationality : Pakistan
Marital Status : Married
Visa Status : Family Visa
Language : English, Hindi, Urdu

Education

Matric Humanities

2015

Faculty of Arts

2017

Degree- BS Economics)

2020

Diploma- DIT

1 Years

Computer Literacy

Photoshop
MS Office
MS Word
MS Excel
MS PowerPoint

Summary

To be able to find an internship wherein I can fully utilize my skills and knowledge, and further enhance them to contribute to my development as a person. And to be able to be part of a team whose development I can contribute to as a member, in preparation of my future career. I hope to use my experience to achieve the organization goals.

Work Experience

Cashier 6 Month

MCB Bank

Pakistan

- Balancing all money transactions and paperwork
- Safeguarding the cash draw
- Performing basic mathematical computations.
- Maintaining an adequate cash drawer at all time
- Carefully monitoring processes to ensure that things are done properly.
- Verifying all checks for deposit.
- Assisting customers who want to access their safety deposit boxes.

Skills

- Determination Sincere and Hardworking
- Leadership skills
- Multi-tasking skills
- Decision making
- Negotiating skills

Area of interest

Accounts
Sales
Marketing
Customer Service
Administration
Cashier



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

E 42173
Mof
M

Serial No: 013820

The University of Haripur

Pakistan

It is hereby Certified that

Maria Tabbasam

*after having satisfied all the conditions prescribed by the University
is duly admitted to the degree of BS (4 Years) in Economics
With all the rights, honors and privileges pertaining thereto*

*Given this on
twenty fourth day of June two thousand and twenty three*

Registration No. 18-UH-GGDCKN-720
Enrollment Session: Fall 2021



Zia

Controller of Examinations

18398126

C. Rehman

Vice Chancellor

18128445

ECs - 4899 (2)

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
Ministry of Foreign Affairs
وزارة الخارجية

Date: 31/07/2024 12:29 التاريخ
No: 24123514337 رقم
Fee: AED 150 الرسوم : درهم إماراتي



18398126

COUNTERSIGNED ONLY
Ministry of Foreign Affairs is
not responsible for the
content of this document

VERIFIED
UH/CE/VERT/24/6399
Checked by: [Signature]
Controlled by: [Signature]
Examinations DC
Date: 27-3-2024

CHECKED
Assistant Controller of Examination
(Arabian Emirates) UOH
Assist. Degree Section: [Signature]
Dispatch No: UH/CE/DO/24/15314

29 APR 2024

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
Ministry of Foreign Affairs
وزارة الخارجية
والشؤون الدولية

Date: 03/05/2024 09:54 التاريخ
No: 24006038329 رقم
Fee: USD 40.64 الرسوم : دولار أمريكي

سفارة الإمارات العربية المتحدة - إسلام آباد
نصديق على صحة ختم و توقيع
وزارة خارجية جمهورية باكستان الإسلامية
تكون تحمل أي مسؤولية تجاه المستفيدين

18128445



Checked by Atzal ur Rehman
Assistant Director (Cons-V)

Rs.1000
HIGHER EDUCATION COMMISSION
PAKISTAN
3438824

ATTESTED
Muhammad Yar
Attestation Officer
22 APR 2024
Higher Education Commission
Government of Pakistan
Islamabad

GOVERNMENT OF KHYBER PAKHTUNKHWA



KHYBER PAKHTUNKHWA TRADE TESTING BOARD

PESHAWAR PAKISTAN

Diploma in information Technology

Diploma



18128444

Serial No. 37746

Session 2020-21

Roll No. 98959

Certified that Mr./Miss/Mrs. Maria Tabbasam S/D/W.O. Muhammad Ramzan

Registration No. ISDP/HRP/DIT/SEP/20/8 Institute Isdp Institute Haripur

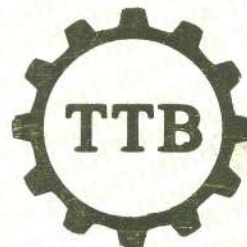
Has successfully completed the one year duration course titled "Diploma in Information Technology (DIT)" and passed its examination conducted by Khyber Pakhtunkhwa Trade Testing Board Peshawar 26-10-2021

He/She obtained 1226 marks out of 1400 Grade A+ And in recognition thereof this one year

Diploma in Information Technology is awarded to him/her.

on the 25th day of May 2022

Secretary



Chairman

10616
N

COUNTERSIGNED ONLY
Ministry of Foreign Affairs is
not responsible for the
content of the document

ATTESTED

24/4/24
YASIR ALI RASHEED
Deputy Director NAVTTC RO-KPM

29 APR 2024

Checked by Atzal ur Rehman
Assistant Director (Cons-V)

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
Ministry of Foreign Affairs
وزارة الخارجية والتعاون الدولي

Date: 03/05/2024 09:51 : التاريخ
No: 24006039328 : رقم
Fee: USD 40.84 : رسوم: دولار أمريكي

تصديق على صحة ختم و توقيع
وزارة خارجية جمهورية باكستان الإسلامية
لمنحقة بامبارم بياو
سفارة الإمارات العربية المتحدة - إسلام آباد

18128444



Verified

Secretary

Trade Testing Board
Govt: Khyber Pakhtunkhwa
Peshawar.

www.kpttb.gov.pk

Enter below code number for
online Verification.

No:-11212