

ZUBIA AYAZ

UAE

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WORK EXPERIENCE

- **Executive Secretary, Green Aden Technical Services** , , Pakistan(Nov 2014 to Oct 2016)
- **Accounting/Finance, Customer services, Team Building, Negotiations/ Purchasing, Communication, Business writing and many other jobs., RODAAL MUROOJ MALL MART LLC** , , United Arab Emirates(Nov 2014 to Oct 2016)
- **Insurance Agent, State Life Insurance Corporation** , , Pakistan(Nov 2012 to Oct 2014)
- **S.P.O.and Office Secretary.), Rite Aid Drugs Pharmaceutical** , , United Arab Emirates(Nov 2009 to Nov 2012)

EDUCATIONAL BACKGROUND

- **Government Commerce College** , , **B.Com**, 0,

SKILLS

- **letter drafting with good typing**
- **word**
- **excel**
- **ms-office**
- **autocad designer**

PERSONAL BACKGROUND

- **Birthday: - 1988-01-18**