

UMM-E- HABIBA

Dubai

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WORK EXPERIENCE

- **Accounts and Admin Officer, Larsen and Toubro, UAE.**, Sharjah, United Arab Emirates(Dec 2017 to Apr 2021)
- **operations coordinator, TMQ LLC, UAE.**, Dubai, United Arab Emirates(Oct 2014 to Nov 2017)

EDUCATIONAL BACKGROUND

- **International Islamic University Islamabad, Pakistan.**, , **Msc**, 2013, Banking and Finance

SKILLS

- **hardworking**
- **ms office**
- **tally erp**

PERSONAL BACKGROUND

- **Birthday:** - 1989-03-24