

MASOOMA RIZWAN

E MAIL: msm.masooma1993@gmail.com

NATIONALITY: Pakistani

D.O.B: 25/10/1993

MOBILE: 0562873040

MARITAL STATUS: Married

VISA STATUS: Spouse Visa



OBJECTIVE

- To join at a position of responsibility with a professionally managed organization which provides conducive work environment for growth and development.

EXPERIENCE

JUNIOR ACCOUNTANT & COORDINATOR

at CENRAL GRAMMER SCHOOL

FEB 2022 TO MAY 2023

- Monitoring daily communications and answering any queries
- Recording and filing cash transactions
- Processing expense requests for the accountant to approve.
- Ability to work as part of a team and take directions accurately.
- Updating accounts receivable and payable.
- Providing the students feedback to their parents.
- Communicate efficiently and update the notice board as per news circulating.

ACADEMIC CREDENTIALS

<u>Certificate /degree</u>	<u>Year</u>	<u>Institution</u>
Bachelor's in arts	2014	Bahauddin Zakariya University, Multan
Intermediate (Higher School)	2012	Multan Board, Pak
Metric (Secondary School)	2009	Multan Board, Pak

LANGUAGES & SKILLS

- Fluency in English, Urdu and Punjabi

- Good communication skills
- Customer services
- Multitasking and prioritizing
- Problem solving
- Attention to detail
- MS Office (Word, Excel & Power Point), Internet & E-mail applications
- Hardware & Software Installations
- Able to multitask in busy environment
- Ability to work with dedication
- Teamwork synergy and vision
- Typing speed 25 to 30 word per minute

TRAININGS & COURSES

- Basic MS Office training
- Power point
- Excel

EXTRACURRICULAR ACTIVITIES & ACHIVEMENTS

- Reading books
- Watching cricket
- Cooking
- Painting
- Henna designing
- Henna tattoo with glitters

DECLARATION

I hereby declare that all the information provided is true and correct to the best of my knowledge.