



## UROOJ BUKHAT REHMAN MUSTAFA

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AL MAJAZ, SHARJAH

### PERSONAL INFO

NATIONALITY PAKISTAN

DOB 01/01/1992

GENDER FEMALE

MARITAL STATUS MARRIED

PASSPORT NO GR3345661

VISA STATUS VISIT VISA

### LANGUAGE KNOWN

ENGLISH

URDU

### OBJECTIVE

To work in a dynamic organization where I can elevate my professional skills and abilities and utilize those for securing benefits for the organization and my own self & seeking a suitable position in professionally managed organization such as yours that offers authority, responsibility, personal development and growth

### EDUCATION

- MSC Economics (2016) in Pakistan

### PROFFESIOAL EXPERIENCE

- Worked as an Accountant cum Computer Operator , Cambridge college for the period of 2 years in Pakistan
- Worked as a College Teacher , Faridia Degree College for the period of 2 year in Pakistan
- Worked as a School Teacher , Pasban Public School for the period of 1 year in Pakistan
- Worked as a Sales Girl , Oriflam beauty products for the period of 1 year in Pakistan
- Worked as an Waitress , Cheezious restaurant for the period of 1 year in Pakistan

### JOB RESPONSIBILITIES

- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Substantiate financial transactions by auditing documents
- Design and deliver engaging lessons, content and materials, in line with standard curriculums and teaching standards.
- Provide a safe, enriching, engaging environment for students to learn and feel supported

### DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief