

RUBAIKA AHMAD

D/O SYED AHMAD HUSSAIN




 female

 14/03/1996

 03040225557

 rubaikaahmad@gmail.com

 rubaecca

 new warsak garden near prime

hospital warsak road peshawar

SKILLS

● Language

English, urdu, pashto

● Computer

MS office
Typing speed 40 wpm

● Communication skill

customer services

● Effective time management skills

Set goals correctly that are achievable and measurable

CERTIFICATIONS

2018: Bancassurance EFU life insurance

2017: Tribute to armed forces of Pakistan

INTERESTS

gardening, volunteer work, science and technology

OBJECTIVE

Bringing forth a motivated attitude and a variety of skills. Committed to utilise my skills to further the mission of the company. Have an ability to establish and maintain excellent communication and relationships with clients. Bilingual, hardworking, and ready to join my next team in a reliable manner

WORK EXPERIENCE

● Frontier Model School

MG-14 Teacher

2021 - Now

Encouraged students engagement and meaningful class discussion
Planned group work to encourage team building skills
Provided optimal instruction and academic support to students

● Peshawar Development Authority

Office Assistant BRT project

05/2018 - 11/2019

Schedule appointments and company meetings
Processing mails and handling other communication and oversaw front desk operation

EDUCATION

● University of Peshawar

BBA hons finance

2014 - 2019

-- investment and portfolio management

Accounting and finance

Corporate finance

● CECOS Data institute Peshawar

Diploma in Information Technology

2018 - 2019

-- E-commerce and web technology

- Graphic designing