



RUBA HAROON

WEB DEVELOPER

CONTACT INFO

- +92 308 654 123
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- rubaharoon
- Karachi, Pakistan

EDUCATION

- 2024 - Present
Certified Cloud Applied
Generative AI Engineer(GenAI),
Web 3.0 and Metaverse
Governor House Initiative
- 2017 - 2020
Bachelors of Business
Administration
Jinnah University for Women
- 2014 - 2016
Intermediate
Sir Syed Government Girls
College
- 2012 - 2014
Matriculation
Little Folks School

LANGUAGES

- English
- Urdu

INTEREST

- Programming
- Blogging
- Cooking
- Reading
- Travelling

PROFILE

I am Ruba Haroon, a passionate learner who is always seeking new challenges and learning new things in order to stay ahead in the rapidly evolving fields such as Freelancing, Blogging, and Accounting. As a Freelancer, I specialize in video editing. As an Accountant, I bring precision and analytical thinking to manage financial tasks effectively. I also enjoy sharing insights & experiences through my blogs, where I write about different topics. I am always eager to take on new challenges that push me to grow.

WORK EXPERIENCE

- 2023 - PRESENT
JINNAH UNIVERSITY
FOR WOMEN
OFFICE ASSISTANT
I am an office assistant in the Accounts and Finance department at a university. My role involves supporting financial operations by maintaining accurate records, processing invoices, and assisting with budgeting. I help prepare financial reports, track expenses, and ensure compliance with university policies. Additionally, I manage data entry in financial software, reconcile accounts, and assist with audit preparations. I also interact with students and staff regarding fee payments and financial inquiries, providing administrative support to the finance team.
- 2021 - 2023
LITTLE FOLKS SCHOOL
MATHEMATICS TEACHER
As a teacher, my daily tasks involve preparing engaging lesson plans, conducting classes, and creating interactive learning activities. I assess student progress through assignments, quizzes, and exams, offering feedback to enhance their understanding. I ensure effective classroom management, fostering a positive and supportive environment for all students. I also work closely with colleagues, attend faculty meetings, and stay informed about the latest educational strategies and curriculum updates. Additionally, I manage administrative duties such as grading, record-keeping, and maintaining communication with parents regarding student progress and well being.

PROFESSIONAL SKILLS

- HTML
- CSS
- JAVASCRIPT
- TYPESCRIPT
- NEXTJS
- TAILWIND CSS
- FIGMA
- GIT

Hide Skills