

RUBA HAROON
WEB DEVELOPER

CONTACT INFO

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- rubaharoon
- Karachi, Pakistan

EDUCATION

2024 - Present

Certified Cloud Applied Generative Al Engineer (GenAl), 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

M LANGUAGES

English

Urdu

INTEREST



Blogging

M 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

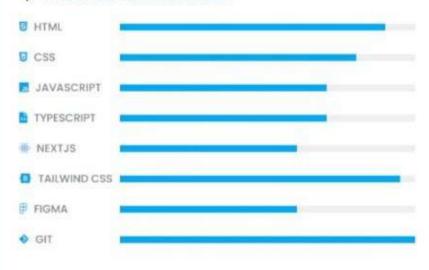
I am an office assistant in the Accounts and Finance department at a university. My role involves supporting financial operations by maintaining accurate records, processing involces, and assisting with budgeting. I help prepare financial reports, track expenses, and ensure compliance with university 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



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