

Rabiya Mustafa

Location: Umm Ghuwalina, Doha Qatar

Mobile Number: +974 55882152

Email Address: ariyabmangel@hotmail.com

Sponsor: On Family Visa – (under father’s sponsorship, permanent residence of Qatar)



CAREER OBJECTIVE: Secure a responsible **career** opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE:

❖ **Force Security Services Doha Qatar**

(Administrator & HR Officer)

January 2013 to December 2017

❖ **Dr. Hassan Al-Abdulla Dermatology, Venereology and Laser Center**

(Accountant)

January 2018 to Present

ACADEMIC BACKGROUND:

❖ **Virtual University of Pakistan**

Graduate in Business Administration (BBA)

3.75 CGPA

❖ **Pak Shama School & College Doha-Qatar**

Higher Secondary Certificate

517

SKILLS:

- ❖ Computer application skills (MOI, Hukoomi, & MS Office)
- ❖ Merlin
- ❖ Ikosoft
- ❖ Focus 9
- ❖ QuickBooks

- ❖ Pioneer
- ❖ Tally
- ❖ H.Mate
- ❖ Customer service oriented
- ❖ Arabic Writing

PERSONAL INFORMATION:

Date of Birth : July 22, 1990
Place of Birth : Qatar
Gender : Female
Marital Status : Single
Religion : Islam
Nationality : Pakistani
Languages : English, Urdu, Arabic