



# Kainat Fazal

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**Email: kainat\_fazal@hotmail.com**

**Experience: 3 Years**

**Education: MSC (Mathematics)**

- **Address:** Manama, Bahrain
- **Nationality:** Pakistani
- **DOB:** 29-11-1995
- **Linguistic Abilities:** English, Urdu, Hindi
- **Visa Status:** Family Visa

## OBJECTIVE

I am seeking a challenging position in a pleasant working environment which permit me to practice and expand my skills set & knowledge base.

## EDUCATION

Masters (Mathematics)  
Islamia University Pakistan

Graduation (BSC mathematics)  
Islamia University Pakistan

## AREAS OF STRENGTH AND SKILLS

- ❖ Accounts handling.
- ❖ Learning quickly.
- ❖ Time management.
- ❖ Inventory management.
- ❖ Maintaining records.
- ❖ Bookkeeping knowledge.
- ❖ Good communication skill.
- ❖ Excellent team management skills.
- ❖ Emotional intelligence.
- ❖ Administrative skills.
- ❖ Communication.
- ❖ Classroom management skills
- ❖ Computer and technological skills
- ❖ Ability to practice varied teaching modes and methods.

## PROFESSIONAL EXPERIENCE

### **Gala Travels & Tourism, Manama Kingdom of Bahrain.**

#### **Accountant**

**Aug 2019 – July 2021**

#### **Responsibilities:**

- ❖ Managed all accounting transactions
- ❖ Keeping accounts book and system up to date.
- ❖ Direct internal and external audit to ensure compliance.
- ❖ Handling monthly, quarterly and annual closings.
- ❖ Reconcile accounts payable and receivable.
- ❖ Coordinated with purchasing to review and verify delivery receipts, purchase order and other relevant documents.
- ❖ Recording of sale/purchases invoices.
- ❖ Ensured timely bank payments.
- ❖ Performed general ledger and bookkeeping work.
- ❖ Preparing and filing VAT return.
- ❖ Managed balance sheet and profit/loss statement.

## **Software Proficiency**

- Microsoft Office-Advanced
- Top Notepad Software
- Expert soft Software
- Html Language
- C & C++
- POS

## **Cantt Public Girls School & College Bahawalpur, Pakistan Teacher (Mathematics)**

**March 2018 – July 2019**

### **Responsibilities:**

- ❖ Handled mathematics classes including elementary math and algebra to students.
- ❖ Developed daily lesson plans, assessments and activities in accordance with the curriculum.
- ❖ Giving projects and assignments to the students.
- ❖ Explaining mathematical concepts in easy and understandable terms to the students.
- ❖ Correcting the test papers and grading them.
- ❖ Planning and creating teaching materials.
- ❖ Developing students' interest in mathematics.
- ❖ Attending parent-teacher conferences.
- ❖ Building a strong relationship with the students.
- ❖ Organizing a surprise test in the classroom.
- ❖ Performing other administrative tasks around the school.
- ❖ Providing additional teaching support for slow learners.
- ❖ Solving various math's problems in the classroom.