

Shaza Atef

Dubai, United Arab Emirates

Mobile: 0508414846

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Type of Visa: Residence visa



Objective:

Seeking a full-time opportunity in the field of accounting / administration to enhance and implement my knowledge as well as my soft skills.

Education:

Bachelor of commerce: English Department, Tanta university, Tanta, Egypt, **Graduation:** Spring 2018

Major: Accounting **Grade:** Very Good

Coursework: Mathematics of international finance and stock, Cost accounting, Auditing principles, Marketing research, Government, and international accounting.

Career-related Experience:

Full time shadow teacher for ADHD student at Al Rawda nursery cairo,(July 2022)

Full time Accountant at A'taa for engineering and constructions, Cairo. (April 2020 – Jan 2021)

Full Time Accountant at Modern International school, Cairo. (September 2019 – March 2020)

Full Time math teacher at kids academy ,Cairo. (April 2019 - August 2019)

Computer and Language Skills:

- Excellent knowledge of relevant computer programs (CRM program).
- Good knowledge of Web Research
- Advanced knowledge of MS Word, Excel, and Power-Point.
- Native Arabic
- Fluent English

Personal skills

- Negotiation and communication skills.
- Leadership and motivating others.
- Presentation Skills.
- quick learner.

REFERENCES FURNISHED UPON REQUEST