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| CV  **shayma** |

**Career objective**

Looking for reputable and flourishing organization where I can expand my skills and gain practical experience in business administration.

**Personal information**

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| --- | --- |
| * **Name** | Shayma Zakzouk |
| * **Marital status** | Single |
| * **Date of birth** | 12/11/1992 |
| * **E-mail** | shayma\_zakzoukrs@hotmail.com |
| * **Address** | UAE – Al Ain |
| **Mobile No** | 0553398665 |
| **Driving license** | UAE – ABU-DHABI |

**Education and certifications**

|  |  |
| --- | --- |
| **University Degree** | Bachelor's degree In Business Administration (GPA:2.89) |
|  | Major of Accounting |
|  | Al Ain University for Science and Technology – Dec 2014 |
| **High School** | Al Hayar School – AL-AIN (92.2%) |
| **Language Certificates** | IELTS |
| **CMA** | Studying Certified Management Accounting (CMA) |
|  |  |

**Work Experience**

**Sep 2015 to Present: New Vision Training Center – Project Administrator:**

* Preparing projects reports, presentations, proposals and correspondence
* Assisting office staff and the teachers in maintaining files and databases
* Using a variety of software, such as Microsoft Word, PowerPoint and Excel in my daily tasks
* Scheduling and attending meetings, and helping in creating agendas
* Photocopying and printing various documents
* Ordering office stationery supplies

**Mar 2015 to Jul 2015: Syscoms College – Office Administrator/Marketing:**

* Presenting in schools to prospective students
* Assisting prospective students in any questions and concerns about the college programs
* Registering new students
* Providing students with any required letters and documents
* Documents translation (Arabic-English and English-Arabic)
* Telemarketing and Social Media involvement to attract new students

**Sep 2014 to Nov 2014: Al-Ain Distribution Company (AADC) – Internship:**

**1)**      **Customer Service Department (CSD):**

* Responded to customers’ inquiries
* Updated data records on daily basis
* Managed order flow to ensure proper action is taken
* Ensured customers’ documents are complete and accurate
* Completed adjustments and repayment tasks

**2)**      **Finance Department:**

* Monitored received bills and expenditure control using ORACLE database
* Entered bills in the system and completed the required amendments
* Monitored budgets for the different departments in the company
* Assisted in payroll preparation
* Gathered required documents in response to projects’ needs

**General skills**

* Microsoft Office (Word, Excel and Power Point)
* ORACLE Database System (Basic)
* Accounting Skills
* Internet and Researching
* Customers Service
* Ability to multi-task and meeting changing deadlines

**Language**

* **Arabic**: Native Language
* **English**: Fluent

**More about me**

* Self-Motivated
* Teamwork Player
* Goal-Oriented
* Work well under pressure and manage time effectively

**Interests/Hobbies**

* Drawing
* Sports

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