**Fatima**

**Fatima.349586@2freemail.com**

**Objective**

To obtain a position at a well-established growing company in which I can positively contribute to its success and employ my skills and education, I want to eventually expand my administrative, financial, and managerial knowledge and experience.

**Education**

* Bachelor of Sciences in Accounting, CGPA 3.71/4.0 2012-2016

*Ajman University of Science and Technology*

United Arab Emirates, Ajman

* High School degree, scored 99% 2012

*Al Estiqlal Private School*

United Arab Emirates, Sharjah

**Achievements and activities**

Member of business clubs at Ajman University 2013

Member of the university’s sports committee 2015-2016

Vice president of High School student council 2012

Awarded by the Ministry of Education of Sharjah for excellent academic performance 2012

**Skills**

* Fluent in English (writing and speaking), and Arabic
* Proficient in Microsoft Office (MS Word, MS PowerPoint, and MS Excel)
* Online research
* Leadership skills
* Excellent Communication skills

**Work experience**

*Municipality of Sharjah City* 6th March-26th April

Internship at the Financial Administration

I Received Training in four different departments: Treasury, Accounts, Budget, and Revenue. The exposure to daily accounting tasks further developed my experience at multitasking, time management, as well as data entry and bookkeeping.

**References**

Available on request