**Fatima**

**Fatima.363516@2freemail.com**



Personal information

Nationality: Emirati

Gender: Female

Age: 21

Marital Status: Single

Date of Birth: 20th of July 1995

Objective

Seeking a career opportunity where my skills and education can be applied for mutual development.

Skills overview

Interpersonal

* Excellent communication skills in English and Arabic.
* Very organized with prioritization skills.
* Work well under pressure to meet deadlines.
* Effective Team-Working Skills
* Problem solving skills with solutions.
* Adept to work in a diverse environment.
* Very ambitious and toward looking person
* Excellent comprehension and retention.
* Very good management and leadership skills.
* Patient, flexible, social and personable.

Professional

* Value Added Tax (VAT) certified.
* Proficient at Management Information System (MIS).
* Work well on Accounting Information System (AIS) with Peachtree and QuickBooks software.
* Experience in Cost and Managerial Accounting.
* Wide knowledge of Auditing.
* Adept in Marketing.
* Knowledge of International Financial Reporting Standards IFRS.
* Knowledge of the basic computer applications: Word, Excel, PowerPoint, and Access.
* Knowledge of advanced computer web Design and programming applications: Adobe Photoshop, Adobe Illustrator, Adobe Dream weaver, Sketchup for 3D printing etc.
* ILETS, CISCO and IC3 certificated.
* Skilled in Internet, social media and with Apple devices (MacBook laptops, IPads, etc.)

Education

**2012-2016** **Bachelor of Business administration- Accounting**

UAE University, UAE

GPA: 2.69

**2009-2012** **High school Diploma in IT**

Institute of Applied Technology, UAE

Percentage: 85.3%

Volunteering

**7/2014-9/2014 “takatof” program**, Al Ain Municipality - Al Ain

Event organizer for the charity events to collect donations for the orphans.

**2011-2012** **“Al Bayariq” program**, Institute of Applied Technology - Al Ain

Certificated for the outstanding performance and for demonstrating the personal qualities of the program’s ‘7 visions’

**2009-2012** **“Faza’a” program**, Institute of Applied Technology - Al Ain

Completed 120 hours of social services as a requirement for the high school certificate.

**6/2011-9/2011 “MS & Photoshop for adults” workshop**, UAE University

Teaching “Photoshop” and “Microsoft Office” programs for the parents of the students in the school for the summer program.

Workshops and Training

**10 -12/2016** **Training in Abu Dhabi Islamic Bank**, ADIB New Sinaya Branch - Al Ain

Trained in Abu Dhabi Islamic Bank for two months as an internship for the requirements of the Bachelor degree.

**11/2016** **The art of the job etiquette**, UAE University

Attended a workshop that teaches you how to act in the work place and what you should and shouldn’t do as a fresh employee.

**9/2016** **Training in Al Ain Airport**, Al Ain Airport

Trained in Al Ain Airport for two weeks as an internship for the requirements of the Bachelor degree.

**5/2016** **Effective Communication Skills at Work program**, UAE University

Attended a program that helps to improve the skills at work and dealing with the managers and work collogues.

**4/2016** **3D Modeling and Printing workshop**, UAE University

Attended a workshop that teaches how to make and print a 3D designs using Sketchup program.

**6 -7/2012** **Training in police station**, Al Ain Police Station

Trained at the police office for a month as a requirement for the high school degree.

Membership

**2016-pres.** **Accounting Club**, UAE University

Planning events and activities regards the accounting major for accounting students or non-accounting students. Assigned for social activities role since because I have the ability of persuasion and a good communication skills in UAE University.

**2009-2012** **E-learning Club**, Institute of Applied Technology - Al Ain

Organizing events and trips for the purpose of educating students in the different IT specialties, student’s preparation for various exams certifications in IT.

Hobbies & interests

Community Involvement, Chess, Swimming, Puzzles, Browsing

*References available upon request*