Zeinab

Zeinab.366331@2freemail.com

**Objective**: MBA graduate seeking a teaching role in a school of high diversity and inclusion. As an entry-level teacher, I would like to utilize my energetic attitude in teaching students with great enthusiasm. With my administrative and institutional abilities, I would also work to perform administrative tasks and responsibilities.

**Education**

# British University in Dubai – Dubai, UAE (2013-2015)

Graduate from the Masters of Business Administration program at the British University in Dubai.

# Ajman University of Science and Technology - Ajman, UAE (2009-2013)

Graduate in the Bachelors of Science in Accounting Program with an AGPA of 3.90 out of 4.00.

# Algonquin College – Ottawa, Ontario, Canada (2005-2007)

# Brookfield High School – Ottawa, Ontario, Canada (2001-2005)

**Work Experience**

# Ajman Bank - Temporary Executive Assistant to CEO from December 2016 to March 2017

# Business Teacher & Admin Assistant, August 2015 – June 2016 at Al Ruya Bilingual School - Kuwait

* Planned and instructed units on general business principles, career research skills, accounting, and Microsoft Office
* Assigned daily warm-up lessons of vocabulary terms (taken from curriculum vocabulary lists) journal writing, and speaking activities
* Utilized a variety of visual aids, textbooks and creative projects to gain student involvement.
* Conducted parent and student counseling sessions.
* Graded tests and conducted progress reports.
* Established and maintained rules and routines of the classroom.
* Observed, monitored and recorded student behavior and academic performance.
* Established positive relationships with students, parents, and colleagues, fostering an environment of open communication and support
* Managed HS school activity events & field trips
* Answered parent inquiries in both English & Arabic
* **Accountant at Ajman University of Science and Technology: July 2008 – August 2015**

* Receiving payments from students and issuing receipt vouchers; by cash, visa and PDC
* Providing information to students and staff about fees, procedures, policies or related issues
* Preparing monthly bank reconciliation
* Resolving problems or discrepancies concerning students' accounts
* Assisting in the administration of conferences held at the university
* Performing a variety of general office duties, including telephone and email inquiries and carrying out other tasks as assigned by direct supervisor

# Royal Hospital – Sharjah, UAE: Worked as a cashier/receptionist, November 2007 – July 2008

# St Laurent Shopping Centre – Ottawa, Canada: Worked part-time as a customer service representative from July 2006 to August 2007.

**Other Skills**

* Training Courses:
	+ Etiquette for Excellent Customer Service
	+ Develop Effective Interpersonal & Communication Skills
	+ Excel 2010 for Finance & Accounts Professionals
	+ Fundamentals of Budgeting
	+ Analytical Skills workshop
	+ ICDL Certified
* Fluent in English, speaking, reading and writing
* Intermediate skills in Arabic, speaking, reading and writing