**Shaimaa Eid Sayed**

**Seliman.**

Contact

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**Education:** Bachelor of Commerce: Ain Shams University, specialization: Accounting, Grade: Good- 2014

Languages

- Arabic: Mother tongue.

- English: very good

General English (talk& Writing)

- A few of French.

**Computer**: Good at Microsoft office programs(Ms word, Excel ,power point, Internet...)

**Teaching experience** :+5

-Mathematics teacher for 3 years in green language school.

-Maths teacher for two years in El Kareem alAzhary institute for language in El obour city.

##### Personal preferences:

- Drawing - playing chess

- Drinking coffee .

- like chocolate.

Summary

**\* Five years of experience working as a Math teacher in private schools.**

**Administrative Assistant with5+ years of experience organizing meetings and presentations, preparing reports, and I worked as an accountant and then as an Accounts manager. Possess a B.A. in commerce and expertise in Microsoft Excel and I have alot of courses.A well background in Project management and customer relations.Looking to leverage my knowledge and experience into a role as Manager or Accountant.**

# Skill Highlights

|  |  |
| --- | --- |
| * **Communication skills** * **Strong decision maker** * **Complex problem solver** * **Soft skills(time management-career planning)** * **planning skills** | **Fast learner.**   * **Innovative** * **Work as a team** * **Work under stress** * **Leader ship skills** * **Cooperative and friendly.** |

Experience

**Accounts Manager&ADMINISTRATIVE ASSISTANT**- 05/2015 to 09/20

**Watan company for development and project management.**

* **Schedule and coordinate meetings, appointments for manager.**
* **Trained 2 administrative assistants and 2 accountant during a period of company expansion to ensure attention to detail and adherence to company policy.**
* **Maintain utmost discretion when dealing with sensitive topics**
* **Manage travel and expense reports for department team members**
* **I worked as Customer service and call center (tag company)**
* **I am trained in the management of Green Language School.**
* **I am trained in the marketing and sales department of El shireff group trading and supply for a short time.**
* **I am trained as a secretary and data entry at Majestic group trading and supply for a short time.**
* **I am trained in El Mostafa company for trading,land division and real estate.**

Certifications

**1- Work shop with Money Experts club. (17:19/11/2013)**

**Ain shams university(Human Development Department)**

**2- English Conversation:grade good. CTC Academy certification No:R3115. ( 4/6/2013).**

**3- Computer Based (Accounting Introduction- Commercial excel- Quick books - peach tree) . 20/5/2013**

**4- Soft Skills(career planning- timemanagement)CTC Academy certification No:R3093 (11/5/2013)**

**5- ICDL ( Institute for Armed Forces & UNESCO.(13/12/2012)**