

# Shaimaa Osama Abd-Elbasset

**Date of birth:** 01/01/2000

**Mobile:** 01024012127

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**Address:** Manfalout – Assuit

**Marital Status:** Single

## Education

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**2022 Bachelor of Commerce**, Assiut University.

## Experience

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**2024 Kunooz Company.**

- Handling customer interactions and sales operations.

**2023 Internship at Nasser Social Bank**

- Customer Service: Assisted clients and provided banking information.
- Social Loans: Processed applications and conducted follow-ups.
- Cash Operations: Handled treasury transactions and fund management.
- Pension Disbursement: Verified documents for compliance.

**2020 Middle Egypt Electricity Distribution Company.**

- Trained in fundamental accounting practices

**2020 Bank Misr (online Internship)**

**2020 Financial simulation training by faculty of commerce, Assiut University.**

## Certificates

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**2021 IC3** (Internet Computing core certification)

## Skills

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- Good Computer skills including Microsoft office.
- Language skills:-
  - Arabic: mother tongue.
  - English: Very good.
- Financial Transactions & Cash Handling
- Basic Accounting & Financial Analysis
- Banking Software & Microsoft Office
- Customer Service & Problem-Solving
- Attention to Detail & Accuracy
- Effective Communication & Teamwork
- Time Management & Adaptability