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|  | SHAHZEENA SHAIBA |  |
| Contact0524931622Shaibashahzeena@gmail.comDUBAI, UNITED ARAB EMIRATES.10-03-1996INDIAN | ObjectiveMotivated and organized, I am an accounting assistant who is skilled in using accounting software and Excel spread sheets to analyze data and create financial reports. Adept in financial processes and procedures, with attention to detail and accuracy. Proven ability to meet deadlines, work in a team environment, and achieve organizational aims. I aim to use my abilities to successfully fill the job role on your team. Frequently praised as detail oriented by my peers, I can be relied upon to help your team achieve its goals.  |
| EducationBACHELOR IN COMMERCEJan 2012M S Degree CollegeGPA (9.2)Telangana, IndiaCurrently Pursuing: MASTERS OF INFORMATION SYSTEMS(ISEM)Harrisburg University in DubaiKey SkillsIndustrious AdaptabilityProblem-solvingTime Management CreativityTeamworkMotivation Microsoft skills | ExperienceSEPTEMBER 2021- FEBRUARY 2024ACCOUNTING CLERKResponsible for adding up all the details of transactions, including amounts, types and dates. In charge of checking accounts and ensuring payments are according to the organization’s procedures. Aiding accounting and management department with various tasks that include recording business transactions, managing customer accounts, filing paperwork, scheduling meetings. |
|  | Communication: I am an Empathic listener and persuasive speaker and an Adept at both receiving and giving feedback.  |
|  | Leadership I believe that communication is a key part of effective leadership, which is why I will focus on listening to feedback and fostering honest communication between my team members. |
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