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|  | SHAHZEENA SHAIBA | |  |
| Contact 0524931622  [Shaibashahzeena@gmail.com](mailto:Shaibashahzeena@gmail.com)  DUBAI, UNITED ARAB EMIRATES.  10-03-1996  INDIAN | | Objective Motivated 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. | |
| Education BACHELOR IN COMMERCE  Jan 2012  M S Degree College  GPA (9.2)  Telangana, India  Currently Pursuing:  MASTERS OF INFORMATION SYSTEMS(ISEM)  Harrisburg University in Dubai Key Skills Industrious  Adaptability  Problem-solving  Time Management  Creativity  Teamwork  Motivation  Microsoft skills | | Experience SEPTEMBER 2021- FEBRUARY 2024  ACCOUNTING CLERK  Responsible 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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