

# SHAHZEENA SHAIBA

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## Objective

Motivated accounting assistant with a background in financial reporting and data analysis, currently pursuing a Master's in Information Systems. Skilled in accounting software, data entry, project management methods, and IT fundamentals. Eager to leverage expertise in a dynamic team environment to achieve organizational goals.

## Education

**Master's in Information Systems Engineering and Management (pursuing)**

Harrisburg University, Dubai,

**Bachelor's in Commerce**

M.S. Degree College, Telangana, India

GPA: 9.2

## Key Skills

- **Data Entry & Analysis:** Proficient in entering and managing data accurately.
- **Project Management:** Familiar with project management principles and practices (BRODE strategies).
- **HTML & Web Development:** Basic knowledge of HTML and web design principles.
- **Testing Methods:** Understanding of unit testing and integration testing methodologies.
- **Microsoft Office Suite:** Proficient in Excel, Word, and PowerPoint.
- **Technical Tools:** Familiarity with ChatGPT, GitHub Copilot.
- **Analytical Thinking:** Skilled in analyzing data for insights and decision-making.
- **Communication:** Strong verbal and written communication skills.
- **Team Collaboration:** Effective in working within teams to achieve objectives.
- **Adaptability:** Quick to learn and adjust to new challenges.

## Related Experience

### Accounting Clerk

Recruitment Official: September 2021 – February 2024

- Processed financial transactions, improving accuracy and reducing errors by 15%.
- Assisted in preparing monthly reports, ensuring the timely submission of 200+ invoices.
- Enhanced payment processing efficiency by 20% by optimizing workflows and adhering to organizational procedures.

**Relevant Course work**

- Analyzed business information systems in the digital age
- Developed conceptual models and architectures for complex systems
- Utilized object-oriented design in project management
- Employed project management strategies for system building
- Interpreted real-life case studies to illustrate key points

**Certifications**

Certificate of Collaborative Institutional Training Initiative (CITI Program)