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# Shimaa Mahsoub Mohamed Elghamri

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Al Awir, Dubai  
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## OBJECTIVE

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I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

## EDUCATION

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- **The Higher Institute of Languages and Translation. 2018**  
Faculty of Languages and Translation (English Language) .  
Very good with honor .

## EXPERIENCE

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April  
2021 -  
Present

- **Freelancer ( Customer service supervisor )**  
Freelance work  
Issuance of visas - Reservation airline tickets .

Mach  
2019 -  
February  
2021

- **Administrative Assistant and Auditor . (Fustat Tourism company)**  
My responsibilities include (Auditing- Check signs airlines - Data Entry - Review companies and suppliers - Prepare daily and monthly reports as required- Provides administrative support to ensure efficient operation of office - Issuance of visas and reservation airline tickets ) .

March  
2018 -  
March  
2019

- **Accountant and Auditor . (Fustat Tourism company)**  
My responsibilities include (Auditing- Data Entry- Review companies and suppliers)

## COURSES

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- HR Practical course . 2022
- Principles of Banking course . 2018
- English course 2017
- ICDL course. 2016
- Human development course. 2013  
which includes : Diploma leadership and career excellent - Diploma leadership strategies and human resources - Diploma leadership and human development .

## SKILLS

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- Multitasking Mastery - Interpersonal skills - Able to work under pressure effectively .
- Solving problems- Communication skills - Adaptability .
- Meet deadline - Patient, teamwork - Responsibility.

## LANGUAGES

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- Arabic : Native .
- English : Very good .
- French: Basic .

## PERSONAL DETAILS

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- Date of Birth : 12-10-1995 .
- Marital Status : Single .
- Nationality : Nationality : Egyptian .