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OBJECTIVE

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

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

EXPERIENCE

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

- 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

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

LANGUAGES

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

PERSONAL DETAILS

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