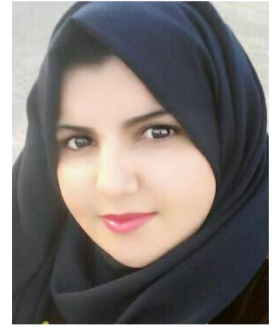


Sana Mhaioula



Job Applied for: Document controller, Secretary, Accountant
Phone UAE: - +971545422956
Visa Status: - Visit Visa 3 Months.
Current Location: - Ajman UAE.
Email: sanaalmhaioula2013@gmail.com

Career Object:

I am looking for new and challenging positions, which will make best use of my skills and experience and enable further personal and professional development.

Strengths:

- ❖ Excellent ability of adaptation to new circumstances
- ❖ Excellent communication skills
- ❖ Ability to work under stressful conditions
- ❖ Devotion to work
- ❖ Excellent ability of organization; Responsible
- ❖ Superlative written and verbal communications skills
- ❖ Have excellent administration, coordination and organizational skills
- ❖ Has excellent organizational, time management and interpersonal skills.
- ❖ Can work well in a team and goal-oriented environment.

Practical Experience:

- ❖ Internship within one general directorate of taxes at TARGA MARRAKECH "Following respect for business creation; check and control tax returns and payment of imports in 2013.
(6 Months)
- ❖ Work at FB finance and business solution MARRAKECH in 2015.
(1 Year)
- ❖ Work at AXA ASSURANCE CHICHAOUA; file classification: attestation and contract in 2016.
(7 Months).
- ❖ Working as a Secretary at department Finance "SAVOY LE GRANDE HOTEL MARRAKECH "MOROCCO in 2017. (6 Months)

Academic Qualification:

- ❖ Diplomat of ECONOMIC (accounting & business administration) 2016 at University CADI AYYAD, MARRAKECH, MOROCCO
- ❖ Diplomat of Training option of office automation 2012 at CHICHAOUA Automation, MOROCCO.
- ❖ Baccalaureate option life and land 2011 at IBN ARABI HIGH SCHOOL, MOROCCO.

Computer Skills:

- ❖ MS Word
- ❖ Ms Excel
- ❖ Power Point
- ❖ MS Office

Personal Info:

- ❖ D.O.B 12, January, 1990.
- ❖ Religion Islam
- ❖ Marital Status Single
- ❖ Nationality MOROCCAN

Language Proficiency:

- ❖ English: good.
- ❖ French: fluent.
- ❖ Arabic: mother tongue language.

Declaration:-

"I hereby declare that the above mentioned information is true to the best of my knowledge and belief".

Sana Mhaioula