Mariam Ali Saeed AlSaeedi

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UAE National

Objective

Fresh graduate from Zayed university, majoring in Accounting looking for a full-time position in the accounting field. Known by my strong ability to pay attention to details, effective communication, and willingness to help others.

Education

2018 **Bachelor of Science (B.S) in Business: Specialization in Accounting**
Zayed University, Abu Dhabi, UAE
IELTS: 5

2010 **High School Certificate, Scientific Stream.**
AlTaleea School, Abu Dhabi, UAE

Internship Experience

25 March - 10 May 2018 **ADNOC ONSHORE in Abu Dhabi**

- Trained in Finance and Control Division in different sections.

Extra-Curricular Activities

2014-Present Volunteer
Mkanii Benhm Group for Down Syndrome, Abu Dhabi

- Administrative member.
- Organizing events in Abu Dhabi and AlAin.
- Graphic designer and photographer.
- Participated in writing a movie script, which displayed in the 6th annual Zayed University Middle East Film Festival.
- Participated in Zayed University festival to promote Mkanii Benhm Group.
- I was Vice President for Mkanii Benhm Club at Zayed University in 2015-2016.
- Participated in Cultural Workshop with Special Olympics World Games for Athletes on March 2019.

2016-2017 Bridges: Student to Professional Program

Zayed University, Abu Dhabi

- The Training covered: C.V Writing & Interviews, Work Ethics & Team Work, and Job Search & Networking.

2016 Volunteer

Zayed University, Abu Dhabi

- Participated in Career Fair to greeted participants.
- Participated in Abu Dhabi International Book Fair to promote Mkanii Benhm group and club.

2015 Trainee : Qeyadi Leblady (Leadership) Program

Zayed University, Abu Dhabi

- Trained in a one-day intensive leadership training program as project planning, time management, meeting planning, communication skills, and Charismatic leader.

2013 Certificate

EDRAAK An Initiative of Queen Rania Foundation (Free Online Education)

- Innovation in the Government.

2013 Certificate

Zayed University, Abu Dhabi

- In recognition of Exemplary effort and attitude for the Spring A Term.
- In recognition of 100% Attendance for the Fall A Term.

2012-2014 Volunteer

Khrareef Club, Zayed University, Abu Dhabi

- Participated in Abu Dhabi Book Fair 2014 to sell books.
- Participated in Story Mile (Abu Dhabi Music & Art Foundation) in 2012.

2012 Kafaat Work Experience Program at GCAS in Abu Dhabi

- Attended some lectures, work environment, and did a presentation about one of the best airports in the world.

Qualifications

Languages:

- Arabic- Native speaker- Excellent
- English- Second language- Good

IT Skills:

- Microsoft Office
- Keyboarding English and Arabic
- Photoshop program
- IMovie

Interpersonal Skills:

- Providing support and help others
- Communication
- Responsibility
- Teamwork
- Trustworthy