Shimaa Abdelbast

Accountant

01159473024

bdalbastshyma0@gmail.com

Aswan, Egypt

Summary

A recent Accounting graduate with strong communication and interpersonal skills, seeking a Customer Service position in a reputable bank. Known for being organized, customer-focused, and able to handle client inquiries efficiently. Eager to contribute to a high-performing team and develop professionally in the banking sector.

Education

- Bachelor's Degree in Commerce (English Section)
- Faculty of Commerce, Aswan University 2024, Graduated with Distinction and Honors

Skills and Competencies

- Microsoft Office
- Multitasking
- Ability to handle customer and resolve issues efficiently
- Customer oriented and problem solving
- Strong interpersonal and Communication skills
- Time management

Certifications

- MOS MASTER (2024)
- ICDL&IC3 (2023)
- EMPLOYMENT SKILLS (2023)

Languages

- Arabic: Native
- English: excellent

Volunteer Experience

HR Recruiter – super hiring Team

Remote | 2025 – Present

- Assisted in posting job vacancies and screening applicants based on job criteria.
- Communicated with candidates to explain job offers, guide them through the process, and ensure clarity.
- Maintained organized records of applicants and followed up on hiring progress.

Team Organizer – English Learning Group

Remote | 2024 – Present

- Managed and organized learning schedules and group communications.
- Followed up with participants to track progress and encourage consistency.
- Facilitated coordination between learners and content organizers, improving team performance and engagement.

Freelance data entry and excel specialist

(2024 – Present) remote

- Created customized excel files tailored for various business fields
- Designed user friendly form to simplify data entry and enhanced workflow efficiency
- Delivered accurate data recording solution for clients with minimal technical background