Elham Mohammed Basheer Wadessa

Egypt - Cairo - Zahraa Elmaadi
01099313693 | elhamwadessa@gmail.com

Job Title

- Accountant

Personal Details

- Date of Birth : 13/5/1995
- Nationality : Sudanese
- Gender : Female

About Me

- Iam always challenge myself; I like being able to do things that are hard because I believe it brings out the best in me. I aspire to work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Turkish Maarif Foundation** 2020 - 2023
  Turkish Translator
  A dedicated and experienced Turkish translator with 3 years of proven success in delivering accurate and culturally sensitive translations. Skilled in handling a wide range of technical and non-technical texts, including legal, medical, marketing, and financial documents. Proficient in both Turkish and English, with a deep understanding of linguistic nuances and cultural contexts. Committed to providing high-quality translations that meet the specific needs and expectations of clients.

- **Turkish Maarif Foundation** 2020 - 2023
  Students Affairs
  Dedicated and results-oriented Student Affairs Officer with 2 years of experience in providing comprehensive support to students. Skilled in academic advising, student activities planning, and crisis management. Proven ability to build strong relationships with students, faculty, and staff. Proficient in [list relevant software, e.g., student information systems, Microsoft Office Suite].

- **Decons Integrated Project** 1/2024 - 4/2024
  Executive Secretariat
  Highly organized and detail-oriented Executive Secretary with strong communication skills and a proven ability to support senior management. Seeking a challenging position where I can utilize my language proficiency in Turkish and English to provide comprehensive administrative and translation services.

Education

- **The National Ribat University** 2018
  Bachelor Degree - Accountant
- **Yunus Emre Enstitüsü** 2020
  Turkish
  B2
- **Zafer Training Center** 2022
  Human Resources Management
  Certificate
- **Zafer Training Centre** 2022
  Human Resources Performance Management
  Certificate
- **Noorsen Developed Training Center** 2024
  writing Marketing Content

Languages

- Mother Tongue : Arabic
- English : B1
- Turkish : C1

Skills

- Microsoft Office Suite
- Organizational & Planning skills
- Team-work oriented
- Good listener & communicator
- Google Drive | Zoom | Facebook | Social Media | Google Docs