

**Shaima Sawas**  
**sh.sawas@gmail.com**  
**+971552092097**

**Nationality:** Children of National Women -UAE Passport--

**Summary:**

**An ambitious person, I believe I can contribute effectively and efficiently to make this world a better place for living, working, and communicating.**

**Education:**

- Bachelor's Degree in Accounting, College of Business and Economics (AACSB). United Arab Emirates University, Al Ain, UAE. 2010 - 2015. GPA: 3.17
- FFAC –Foundational Financial Accounting Certificate. IMA –Institute of Management Accountant. September 17th. 2015.
- Applying for professional Certificate:
  - CMA –Certified Management Accountant.

**Experiences:**

- Trainee  
Finance Department, United Arab Emirates University, Al Ain, UAE.  
February 2015 - May 2015 (4 months).  
Practiced working, and got a good knowledge on how transactions are processed in:
  - 1) Receivables & Payables.
  - 2) Risk management & Assets Control.
  - 3) Procurements.
  - 4) Budget.
- Chair of the Accounting Club  
College of Business and Economics (AACSB Accredited). United Arab Emirates University, Al Ain, UAE. Spring 2015.
- Resident Assistant  
Student Housing Department, United Arab Emirates University, Al Ain, UAE 2011-2012.  
Activities and Honors: (Table of Certificate) Available upon request.
- Vice President of Education in Dubai Arabic Toastmasters Club (2021- 2022).
- The President of the Organizing Committee of the Arabic Debate League. Arabic Dubai Toastmasters Club. UAE 2022.
- The President of Dubai Arabic Toastmasters Club- Toastmasters International- . July. 2022-Present.

**Languages:** Fluent in Arabic; Fluent in English (Reading, Writing, and Speaking in both).

**Computer:**

- Expert in Microsoft Office (Power Point, Word, Excel, and Access).
- Basic with Peach Tree.
- Basic with Microsoft Dynamics GP 10.0.
- Basic with Oracle system (Banner)
- Basic knowledge with SPSS.

**Skills:**

- Self-confidence
- Communication
- Public Speaking
- Committed
- Self & Team Motivation
- Persuasion
- Team Leadership
- Logical Approach
- Analysis
- Purposeful
- Continuous learning
- Creative Writing
- Translating (English to Arabic, Arabic to English)

**Personal Interest and Activities:**

- Horse riding, enjoy beach and desert trips
- Swimming
- Meditating
- Reading. I attended different events in Reading Caffe
- Learning and improving self awareness, management, and development
- Volunteering. I recently volunteered as Organizer:
  - > Organizing with an equestrian in the Dubai International Horse Fair 2018
  - > Organizing Global Business Forum -Latin America- 2018
  - > Organizing Knowledge Summit 2018
  - > Organizing 3<sup>rd</sup> Arab Ministerial Forum on Housing and Urban Development 2019
  - > Practicing Public Speaking and leadership skills in Arabic Dubai Toastmasters Club
  - > Participating (organizing) during the 7<sup>th</sup> Custom Show Emirates 2022
  - > Participating (organizing) during the 8<sup>th</sup> Custom Show Emirates 2023
  - > Translations Reviewer Arabic Team in the Toastmasters International Organization 2023-Present

References: Available upon request