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FATIMA ABBAS



OBJECTIVE

I am looking for a position in an accounting firm where I can apply my skills and experience. I work hard and I am highly motivated. I work well as part of a team and on my own.



EDUCATION

Diploma of Accounting | Lincoln College International

May 21, 2019

Completing Principles of Financial Accounting course - Accounting Framework

2018-2019

Certificate of Excellence for outstanding performance in Customer Service Skills

March 15, 2018

Associate Diploma in Business Administration | Lincoln College International

2017 – 2018

PET CERTIFICATE | Lincoln College International

2016 – 2017

Passing PET during S2 – Overall Score 140

High School Certificate | Third Secondary School

2014-2015



EXPERIENCE

Receptionist, Call center, File room assistant | Ram Dental Clinic

FROM: 24/06/2018 – TO: 24/07/2018



SKILLS

- IT Skills (Word, excel, power point)
- Typing Skill. (**60 wpm**)
- Self confidence
- Time management
- Arabic Language
- English Language (PET Overall score 140)

PERSONAL INTREST

- Communication skill
- Organization
- Teamwork
- Leadership.