

C.V

HIBA IBRAHIM HOSSAM

✉ malakmk2468@gmail.com,

☎ +971583033135, +971507522904

Accounting Assistant, Data Entry, Administrative Affairs Specialist and Public relations With Experience More Than 5 Years

PROFILE

Adept at leveraging technology to improve workflows, enhance accuracy, and ensure compliance. Strong background in artificial intelligence, data management, and accounting support. Recognized for problem-solving, adaptability, and delivering excellence across diverse professional environments.

EDUCATION

- **Bachelor of Commerce:** From 2015 To 2018
Faculty of Commerce, Cairo University, Egypt
- **Diploma in Artificial Intelligence:** From 2023 To 2025
Kafr El-Sheikh University, Egypt
- **Technical Diploma in Nursing:** From 2001 To 2003
Kafr El-Sheikh University, Egypt

EXPERIANCES & EMPLOYMENT

- **Data Entry & Accounting Assistant:** 2022 To 2025
Responsibilities:
 - Entered and processed financial and administrative data with 99% accuracy.
 - Assisted in preparing reports, invoices, and financial reconciliations.
- **Finance & Administrative Inspector** 2021 To 2022
Administrative Affairs
Responsibilities:
 - Conducted financial and administrative inspections for compliance.
 - Reviewed records, reports, and documentation for accuracy.
 - Identified discrepancies and recommended corrective actions.
 - Ensured adherence to policies, laws, and regulations.
 - Prepared detailed audit and inspection reports for management
- **General and Pediatric Nursing:** 2004 To 2017
Department of General and Pediatric Nursing

COURSES & TRAINING

- **Digital Transformation Course:** Kafr El-Sheikh University, 2025
- **TOEFL Course:** Kafr El-Sheikh University, 2025
- **Cardiopulmonary resuscitation Training course** – NMC Royal – UAE- 2020
- **Cardiopulmonary resuscitation Training course** – Alwafaa – KSA- 2013

LANGUAGES

- Arabic | Native Speaker
- English | Good

SOFTWARE SKILLS

- Database management
- Reporting tools & data visualization
- Microsoft Office Suite (Excel, Word, PowerPoint)

PERSONAL SKILLS

- Team Leadership
- Problem-solving
- Attention to detail
- Time Management
- Communication & Collaboration

CAREER SKILLS

- **Accurate and fast data entry with proficiency.**
- **Data Management & Analysis** – Collected, processed, and analyzed data to support informed business decisions.
- **Accounting Assistant - Assisting with accounting operations**
- **Proficient in Microsoft Office programs (Word, Excel, PowerPoint)**
- **Experience in Public Relations and effective communication with clients and audiences.**