

Maria Mohamed Ibraahim

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Summary

I am a flexible and experienced administrator with excellent time management skills. I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

Experience

Arwo Zahruuja

Shop Seller (5/2022-9/2022)

- The Retail Salesperson will assist customers with purchasing merchandise.
- Duties/Responsibilities:
- Greets and interacts with customers. Consults with customers to understand their needs and preferences related to merchandise.
- Demonstrates and explains merchandise, selecting and suggesting options suitable for the customer's needs.
- Answers customer's questions about merchandise.
- Assists customers with purchase decisions.
- Retrieves merchandise from sales floor, stock room, or other inventory locations; places special orders.
- Collects payment using the store point of sale system.
- Processes returns and exchanges.

Takulo Group

Finance Assistant (8/2021-6/2022)

- Finance Assistant Responsibilities:
- Processing and preparing financial statements.
- Overseeing client accounts.
- Creating, sending, and following up on invoices.
- Collecting and reviewing data for reports.
- Reviewing and performing audits on financial statements and reports.

Education

- Horn of Africa University (June 2022)

Bachelor of Arts Business Administration

- *Anas Bin Maalik Primary And Secondary School (July 2018)*

High School Diploma High School

Skill Highlights

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| • Web developer | • App developer |
| • Communication skill | • Leadership |
| • Problem solving & decision making | • Entrepreneurship skill |
| • Critical Thinking and Personal Development | • Humanitarian and community development |
| • Financial Literacy | • Effective Project Management Techniques |
| • Logical Framework Analysis For Sustainable Project Design, Evaluation and Management | |

Reference

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