



# **SANA MHAIOULA**

## **Document controller,Secretary,Account**

**Address:** AL RIGGA ,DUBAI , UAE .

**Date of Birth:** 12,January,1990.

**Email :** [sanalmhaioula@gmail.com](mailto:sanalmhaioula@gmail.com)

**Mobile Number :** **+971545422956**

**Nationality:** MOROCCAN

**Marital status:** Single

### **Academic carrier**

- *Diplomat of ECONOMIC ( accounting & business administration ) 2016 at University CADI AYYAD , MARRAKECH,MOROCCO .*
- *Diplomat of Training option of office automation 2012 at CHICHAOUA Automation , MOROCCO .*
- *Baccalaureate option life and land 2011 at IBN ARABI HIGH SCHOOL ,MOROCCO.*

### **Professionals Experiences**

- **2013 : 6 Months Internship within one general directorate of taxes at TARGA MARRAKECH “ Following respect for business creation ; check and control tax returns and payment of imports ; controlling individuals and professionals regarding the payment of their import .**
- **2015: 1 year Internship at FB finance and business solution MARRAKECH ; keeping Accounting on cola software of many .**

- 2016: 7 months Internship at AXA ASSURANCE CHICHAOUA ; file classification : attestation and contract to seiwe certificates in the register of attestations AXA .
- 2017 : 6 months working as a Secretary at department Finance “SAVOY LE GRANDE HOTEL MARRAKECH “ MOROCCO . .

## Languages

- English : good.
- French : fluent .
- Arabic : mother tongue language .

## Professional skills

- Microsoft office : word, excel, power point, micros and billing.

### **Profile & Objectives:**

- Excellent ability of adaptation to new circumstances
- Excellent communication skills
- Ability to work under stressful conditions
- Devotion to work
- Excellent ability of organization
- Responsible
- Wish for improvement
- Hardworking, determined, able to work on self initiative as well as part of successful team
- Perspective and young, ready to accomplish assignments, regardless of pressure or other working conditions
- Capable for fast adjustment to a multicultural enviroment

