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**OBJECTIVE**

To seek a position that utilizes my professional skills

**Personal features:** Responsibility, hard working, excellent communication skills, aspiration to be trained and increase the qualification, ability to work in a team.

**Languages:**

Russian – fluent (native), English – good knowledge, Tatar - good knowledge

**Work experience:**

**September 2015 – December 2015 Office of H.H. Sheikh**

**Position: Assistant of manager**

* accounting and billings
* store keeping
* implementation tasks of manager
* managing trips
* managing visitors

**March 2010 – September 2015 – Open joint stock company Bystrobank (Russia, Republic Bashkortostan, Ufa)**

Position:**Manager teller/loan officer;**

**and representative of bank in auto showroom (March 2010- November 2010)**

- Clients consultation on the provision of banking services;

- Filling electronic questionnaires borrower and registration of applications for loans;

- Check and processing of the information provided on applications for reliability of the borrower, guarantor;

-Analysis of the creditworthiness and solvency of the client;

-Issuance of credit (car loan, mortgage, consumer credit)

- loan file;

-Continuing contacts with clients (work on the prevention of arrears, the attraction of new credit products)

**Teller functions:**

-Cash management services to the population and organizations;

-Acceptance of payment documents, Opening and closing of the deposit;

-Registration of transfers, checks;

-Making customer account statements;

-Plastic cards operations (setting, unlock, binding to the client's account);

-Current accounts and business accounts of citizens;

-Closing of the trading day.

**March 2009- March 2010 - JSC "Telebest" (Russia, Republic Bashkortostan, Ufa)**

Position: **Operator**

- providing smooth operation of the Internet and IP telephony;

- Advising clients on the phone;

- Identification of network problems, their solutions.

# **August 2008- November 2008 - JSC "CreditEuropeBank" (Russia, Republic Bashkortostan, Ufa)**

# **Position: loan officer**

* Clients consultation on the provision of banking services;
* Filling electronic questionnaires borrower and registration of applications for loans;

- Issuance of credit

# **May 2007 – August 2008 "BashRegionAvtoKredit" company (Russia, Republic Bashkortostan, Ufa) (Automobile showroom)**

**Position: loan officer**

* attraction, advising clients on the leading Russian banks.

# **May 2006 – May 2007 Autosezon Company (Russia, Republic Bashkortostan, Ufa) (Automobile showroom)**

**Position: loan officer and office manager**

Attraction, advising clients on the leading Russian banks

Advising clients on the services provided;

Reception and distribution of incoming calls;

Reception and registration of incoming and outgoing correspondence;

Reception of visitors;

Input current information in the database;

Business correspondence and telephone conversations.

August 2005 – January 2006 The orphanage (Republic Bashkortostan, Russia)

**Position: psychologist**

Psycho diagnostics, psychological correction, psychotherapy of children and adolescents. Advising teachers on children harmonious Development Reports.

Summer 2002 – 2003 - Cafe at the city administration. (government agency) (Bashkortostan, Russia)

**Position: seller (ice cream and products)**

E**ducation:**

**2008- 2010** - Financial and Economic Academy under the Government of the Russian Federation, Field of study - finance organization (Moscow, Russia). Bachelor degree with high score.

**2000-2005** - Socio-pedagogical Academy (Brisk, Russia) Faculty of Pedagogy and Psychology

Field of study – psychology. Bachelor degree with high score.

**1999-2000** - Russian secondary school (reg. Republic Bashkortostan, Russia)

**Other skills:** Ability to work with computer and office equipment (participated in the course as operator of personal computer, 1999)

**Interests:**  Traveling, reading, swimming, yoga, healthy style, communication