**First Name of Application CV No1638012**

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***Summary***

**I am an ambitious, customer-oriented individual, with over two year of experience in dealing with clients. I am capable of handling various tasks associated: data entry, direct deposits, checks processing, loan payments, and so on. My great people skills and communication abilities highly recommend me to fill the position available within your financial institution, my self-motivated, ambitious and eager to learn personality makes me responsible individual with strong communication skills and work ethics besides being creative, focused and highly determined. I am willing to take responsibility and work independently and at the same time I can work well in teams.**

**Work Experience**

1. **I worked for two years in SAFINA shipping Company as a financial accountant.** *Duties include:*- assessing the client’s financial standing,offering firm programs in accordance with that financial standing, *making financial statements(income statement , t account and trial balance),* smoothing daily operation of the financial institution and introducing financial programs which may be needed by the client and answer to their needs each step of the way .
2. **I had training in HSBC bank for 6 months in 2 summer periods during studying.**

**Education**

* **From 2011 to 2015 at port said university (4 years)**

**Bachelor of commerce English section, department of accounting**

* **From 2015 to 2016 at Mansoura university (1 year)**

**Diploma in business administration of finance**

**Note: all my education certificates have been approved by UAE embassy in Egypt.**

**Languages (Talking and writing)**

***English: very good Arabic: mother tongue French: beginner***

**Training courses**

**- Preparation of accountants (Peachtree, word, excel, banking software and book keeping).**

**- English TOEFEL course level 9 and level 10.**