

AMR SAYED OSMAN ABD EL LATIF SHARAWY

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OBJECTIVE

Seeking a challenging job at a reputable company where my background and my experience can be well utilized.

EDUCATION

2006 - 2010 Cairo University Giza, Egypt
▪ Faculty of Commerce, Business Administration Department.
▪ Grade: Very Good.

SKILLS

Computer Skills:

- Excellent Knowledge of Windows XP and MS Office.
- Very Good Knowledge of the Internet.

Language Skills:

- Native language : Arabic
- Very Good command of both written and spoken English
- Certificate in English from AUC with grade: B.

EXPERIENCE

Aug.2012 – Till now Teaching Assistant **at** Faculty of Commerce –
Cairo University .

Aug.2011 – Aug. 2012 Banker **at** Banque Misr.

- Customer Service Agent
- Teller

May 2011 – Aug.2011 Retail Agent **at** Vodafone.

Nov. 2010 – March 2011 Basic Business Skills Acquisition (BBSA)

Sponsored by the Future Generation Foundation (FGF)

Training

- Developed Language and Computer Skills
- Enhanced Presentation & Project Development Skills
- Acquired Basic Business Skills including: Marketing, Sales, Banking, Accounting, Business Correspondence and Report Writing.

July 2009 – Aug. 2009 National Societe Generale Bank (NSGB).

Customer Service

- Dealing with the customer well (as a teller).
- Providing customers of all information they needed.

April 2009 Attended Innovation skills course at (Zedny).

July 2008 – Sep. 2008 Attended Soft Skills Course at (Fujitsu Siemens Company).

July 2008 – Aug. 2008 Arab Bank.

Customer Care

- Responsible for supporting the staff with all needed in (Credit Cards Reissuing Mission).
- Responsible for customer follow-up ... And get the signature of them to complete the mission.

July 2007 – Aug. 2007 Credit Bank and Agricultural Development.

Aug. 2007 – Sep. 2007 Banque misr.

Customer Services

- Print clients financial statements.

INTERESTS

Handball, traveling.

PERSONAL INFORMATION

Date of Birth: 1/2/1989

Marital Status: Married

Military Status: Postponed (8 years)