Hager Mohamed Abdelsalam

Date of Birth: 31th October 1996
E-mail: hagarmohamed078@gmail.com
Nationality: Egyptian
Phone: +2 010 190 47 165
Address: Masr El Gdeda, Cairo, Egypt

Objective

Looking for an excellent opportunity to obtain a position that will allow me to use my knowledge
and skills to the best of my ability, and where my talent and knowledge can be best utilized for
the development of the organization.

Work Experience

Company Name: Banque Du Caire (head office)
Position Held: Operation Officer
Duration: October 2020 - Present

- Responsible for registering/modifying credit information for Customers who obtain credit facilities
- Following up credit department policies
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Company Name: Western Union
Position Held: Teller
Duration: March 2020 - October 2020

- Handling the financial transactions (making money transfer for customers)
- taking control of cash flow on a daily basics
- Managing Customers on-boarding system & handling customer complaints
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Company Name: E-Finance
Position Held: Call Center Tax Advisor - (VAT Department)
Duration: Jun 2019 - Feb 2020

- Advising ETA value added tax Clients
- Helping clients with value added tax declarations submission

Certifications

- ❖ Certificate of West Virginia foundation of basics of banking.
- ❖ Certificate of IC3 of Key applications & living online & computing Fundamentals.
- ❖ Certificate of Microsoft from SCC University.

Education

- ❖ Faculty Of Commerce – Ain Shams University (2014 – 2018)

Computer and Personal Skills

- ❖ Excellent Microsoft Office (Word, Excel, Outlook, PowerPoint),
- ❖ Excellent Communication skills.
- ❖ Excellent Analytical Skills with Attention to Details.
- ❖ Excellent Team and Group Working Skills.
- ❖ Excellent Command of English Language.
- ❖ Able to manage and implement Social Media campaigns.
- ❖ Event Planning.

Languages

English – Very Good
Arabic – Native Language

References

Available upon request.