

Hager Hussein Ibrahim Ahmed Swilam
47 Abdel Rahman st. Helwan, Cairo, Egypt.
Mobile: +201152051851
E-mail : Hagerswilam4321@gmail.com



➤ **Personal Information:**

- **Date of birth:** July 31, 1997 **Marital status:** Single

➤ **Objective:**

Seeking a challenging job in a financial field at a reputable organization, where my skills can be further enhanced and utilized.

➤ **Education:**

- Bachelors of commerce, English Section, Financial Markets and Institutions (FMI) dept., Helwan University
- **Accumulated Grade:** Excellent (3.41) **Graduation Year:** July 2019

➤ **Student activities:**

- Delegate at CFA ambassadors (FIVA council) this council aims to apply valuation on a real company and reach to its stock fair price based on fundamental technique and financial modeling.

➤ **Courses:**

- Credit course candidate at the Egyptian Banking Institute EBI.
- Advanced Microsoft Excel candidate at the American University in Cairo.
- Foreign trade finance.
- Introduction to Banking System and Regulations.
- Financial Risk management.
- Credit Concepts and Methods of Financial Analysis.
- Advanced Microsoft Excel at the Egyptian Banking Institute EBI.
- General English at Berlitz.

➤ **Work and internship experience**

- **From March 2022 Till Present**

Bank teller at Banque du Caire.

- **Responsibilities:**

- Handles the day-to-day financial transactions for customers, such as deposits, withdrawals, or payments, or account discrepancies and checking transactions.
- Assisting customers with processing transactions, such as currency exchange, cheques and remittances.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Following all bank financial and security regulations and procedures.

- **From June 2021 Till March 2022**

Training Coordinator at the Egyptian Banking Institute. (**EBI**)

- **Responsibilities:**

- Coordinate logistics including venues, facilities, technical supplies, materials, and agenda for training programs.

- Review all training material periodically to identify any discrepancies in the content and escalating any issues to the subject matter expert for resolution.
- Support participants & facilitators to ensure the completion of administration requirements.
- Manage issues that arise with trainees, trainers & site staff.
- Identify participant's feedback for further evaluation.
- Review incoming invoices & process authorization payments.
- Follow up for accuracy of certificate information.
- File new training material in the library for reference.
- Archive records of detailed costs of training program.
- Submit and follow up issuing the facilitator fees.
- **From June 2017 Till March 2021**

Sales Representative at Body Shapers Palace Zamalek, Gym/ Physical Fitness Center.

▪ **Responsibilities:**

- Performing all check-in and check-out tasks.
- Managing online and phone reservations.
- Up sell additional facilities and services, when appropriate.
- Maintain updated records of bookings and payments.
- Contributing to the team by accomplishing tasks as needed.
- Providing administrative and clerical support.

• **From July 2018 Till Aug. 2018**

Trainee at FEP Capital Garden City, Cairo, Egypt. FEP Capital is a regulated financial services company, focusing on Private Equity and Investment Banking services.

▪ **Responsibilities:**

- Perform primary and secondary research to identify attractive industries based on investment criteria.
- Learn how to read financial statements.
- Learn to perform valuation analysis and financial modeling.
- Conducting company-specific due diligence and analysis.

• **From April 2016 Till Sep. 2016**

Front Desk at Curves for Women Maadi Gym Club Fit For Women.

• **From Aug.2015 Till Dec. 2015**

Sales at RAVIN Helwan, Clothing store in Cairo.

➤ **Personal skills:**

- Ability to work in group or individually according to the job requirements.
- Interactive and fast enough to learn new things.
- Self-motivated and ambition.
- Adaptability to work under pressure.
- Negotiation and communication skills.
- Organizational, supervisory skills and customer services orientation.

➤ **Language Skills:**

• **Arabic:** Mother tongue

• **English:** Very Good

➤ **Hobbies**

• **Reading**

Traveling

Listening to music