



Kathrine Nabil

credit references

Kathrine nabil sarofeem narouz

40 ammar ibn yasser - faysal - el giza - egypt

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Marital status : married

Date of Birth : 27/4/1993

Educational Qualification : Bachelor of Tourism Studies

graduation year : 2015/2016

Skills

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- Enter all data using data programs, Excel and Word
 - Writing credit reports for field inquiries using the Word program
 - Classify data and create tables using Excel
 - Working on the iScore website, reading customer data, and determining the credit rating
 - Credit assessment of economic and commercial activities, review of customer documents, and the possibility of credit decision-making
 - Dealing with customers directly and over the phone, solving their problems, answering their inquiries and looking into their complaints
 - Office management and public relations between different departments and different companies, setting meetings, dates and coordinating work
 - Teaching English at the normal level, dealing with students, making study summaries, and using visual and audio activities through projectors and cartoon boards.
 - Ability to work under pressure
 - Possibility to work in more than one field
 - The ability to learn and understand workflow policies and the way to manage the required work
 - The possibility of financial analysis through Balance Sheet and Income Statement
 - The possibility of making introductions through the use of PowerPoint
 - Use Outlook and all types of emails

Experience

Experience / credit references

Jun 2022- PRESENT, giza

Distribution of query requests sent through banks to field enquiries

Connecting the inquirer to the customer through the phone

Receiving the credit report from the inquirer using Word and attaching photos of the visit

Convert the file in PDF format

Register the customer in the visit list using Excel

Send the file to the bank or the entity requesting the query through Outlook

Communicate with the bank management to verify the validity of the query

The Egyptian Foundation for Finance, Inquiries and Collections: credit references

jan2021 - jun2022, dokki

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St. Mary's School /English language teacher

Sep 2019- may 2021, cairo

Explanation of the English language normal level

Preparing lessons through references and programs

Use paper activities to explain

Teaching student behavior

general supervision

A to Z for Tourist services/Secretary and data entry

JAN 2018- SEP 2019, cairo

COMPUTER SKILLS

MS EXCEL , WORD , POWERPOINT : GOOD

WINDOWS : GOOD

INTERNET : GOOD

SOCIAL MEDIA : GOOD

LANGUAGE

ENGLISH : READING GOOD

SPOKEN : FAIR

WRITTEN : FAIR

Finally, I hope to find a good job opportunity in an ancient institution with a big name in order to find financial and moral consideration