



Engy Abd El-Malik Saeed Saad
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Personal Data:

- **Date & place of birth:** May 31, 1991 Cairo.
- **Nationality:** Egyptian.
- **Marital status:** Married.
- **Address:** 234 L, 3_{rd} gate, Pyramids Gardens, Giza – Egypt.

Education:

- **Higher Education:** Faculty of science, Helwan University, Biomedical Physics Department.
- **Graduation Year:** 2012.
- **Accumulative Grade:** Very good with honors.
- **Grade of last year:** Excellent.
- **Graduation project Grade:** Excellent.
- **Studies after graduations:** Master Degree in Biophysics from Cairo University in 2017.

Computer Skills:

- Office package (Excel, Word and PowerPoint).
- I have the ability to support persons with the most general Information about computer usage.
- Capable of surfing the internet efficiently.
- Perfect in internet search to support my carrier with updated data.

Previous experience:

- Operator of MRI at Cairo scans for 6 months.
- Physicist at Research Institute of Ophthalmology for four years.

Current Work:

- Mortgage Finance Agent At Arab African International Bank.

Job Description:

- Provide customers with product and services information.
- Identify research and resolve customer issues using the computer system.
- Attracts new mortgage loan applications by developing relationships within the community, specifically with the real estate community, making sales calls to prospective customers.
- Approves mortgage loans by examining application and supporting documentation, estimating credit-worthiness, calculating payment risk.
- Protects bank's image by keeping mortgage loan information confidential.
- Data Entry is all about the recipient cases of the department.
- Send emails to branches to open an account for mortgage clients.

Languages:

- Arabic: Mother tongue.
- English: Very good reading and written & good spoken.
- I got on TOEFL certificate.

Personal Skills:

- Excellent team player who can empower and motivate others.
- Ambitious, self-motivated, initiative, creative, proactive, enthusiastic.
- Quick to learn and gain additional experience.
- Flexible, able to adjust to new people and situation.
- Social, organized and cooperative.
- Able to work under stress conditions.
- Excellent communication and interpersonal skills.
- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions to problems.
- Aware of the vision and policy of my company.

Interest:

- Charity activities.
- Listening to music.
- Public relations.
- Zumba & Yoga.