

An adaptable and hard-working recent undergraduate with a bachelor's degree in banking and finance with 3 months of work experience. Aiming to leverage the academic experience and proven knowledge of banking and finance to successfully fill a given opportunity in your company. Frequently praised as detail-oriented by my peers, I can be relied upon to help your company achieve its goals.

WORK EXPERIENCE

Intern (HBL) HABIB BANK LIMITED

01/2020 – 03/2020

Manama

Achievements/Tasks

- Gained knowledge on clearing of cheques [inward & outward clearing].
- Account opening and following up of details provided by the customers.
- Processing of banking instruments [preparation and posting of pay orders].
- Closing of accounts upon customers request.
- Gained knowledge on electronic transfer of funds - [FAWRI, FAWRI+, and FAWATEER].
- Updating customers' accounts.
- Miscellaneous- issuance of account statements, balance inquiry, withdrawals, change of contact details & address.

SOFT SKILLS

Critical Thinking

Time management

Active listening

Strong work ethic

Strong team work

Strong communication

BUSINESS SKILLS

Microsoft Office

Data maintenance

LANGUAGES

English

Full Professional Proficiency

EDUCATION

Bachelors of Science in Banking and Finance University of Bahrain

09/2015 – 01/2020

Courses and Projects

- Portfolio Management and International Investment
- Commercial Banking
- Risk Management and Insurance
- Islamic Finance
- Financial Management
- Corporate Finance
- Public Finance
- Comparing the domestic Islamic conventional and foreign banks of Bahrain.
- Evaluating the performance of commercial bank.
- A critical analysis on Bahrain's economy

INTERESTS

Reading

Traveling