

**BANKER'S
LOUNGE**
EMAD KATARRA

BFI Diploma





LinkedIn - Wuzzuf, CV writing ,Personal Branding and Interview skills



In the end of the course you will..

- Create an attractive LinkedIn & Wuzzuf profiles.
- Build up your own strong CV.
- Be able to avoid the common CV creation mistakes.
- Be able to know how to define your personal branding.
- How to use your personal branding.
- Overcome any Interview mistakes.

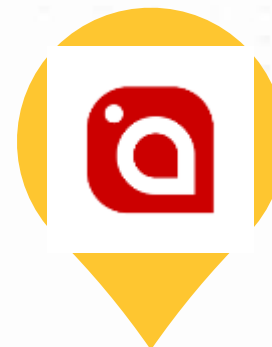




LinkedIn



Wuzzuf



Forasna



← → ↻ wuzzuf.net/explore

WUZZUF EXPLORE SAVED APPLICATIONS Search jobs, companies...

Here to help, explore resources for the Coronavirus outbreak. [Learn More](#)

Explore New Career Opportunities

To get relevant content in the feed below, update your career interests

HR Specialist / HR & Admin Generalist Full Time Part Time Freelance / Project

Lead Liaison - San Stefano, Alexandria

Entry Level - 1-2 Yrs of Exp Human Resources (HR) Recruitment HR Business Administration Administration Communication English Labor Hiring Skills in 12 days

Save Share Hide

Human Resources Generalist - Alexandria Full Time

Smartera 35 - Smartera, Alexandria

Experienced (Non-Manager) - 4+ Yrs of Exp Lawyer License Law Legal Human Resources (HR) Personnel Labor Law Recruitment Human Resources Legal in 2 days

Save Share Hide

Senior Training Specialist Full Time

Saudi German Hospital - Alexandria, Egypt

Shorouk Gaber
shoroukyouur3@gmail.com
[View Profile](#)

Edit Profile

Update Career Interests

Career Coaching

Career Readings

Learning Opportunities **New**

Help Center

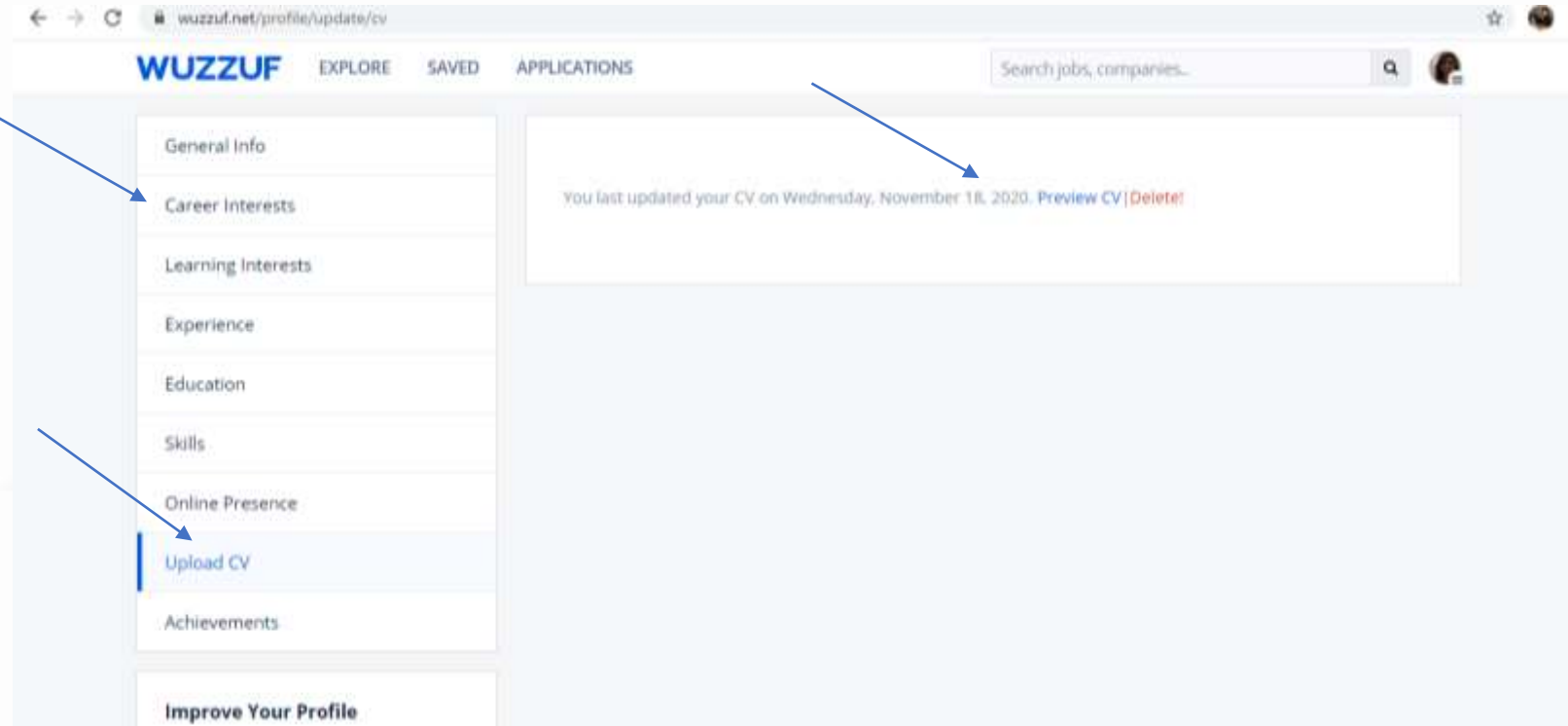
About Us

Become A Partner

Contact Us

Account Settings

Logout





Sales Coordinator - Alexandria



Full Time

QNB ALAHLI Life Insurance - Alexandria, Egypt

Posted 15 days ago

286	Applicants for 1 open position	13	Viewed	6	In Consideration	0	Not Selected
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Apply For Job



Job Details

Experience Needed: More Than 3 Years

Career Level: Experienced (Non-Manager)

Education Level: Bachelor's Degree

Salary: Confidential

About QNB ALAHLI Life Insurance

Insurance

Giza, Egypt • 101-500 employees

QNB ALAHLI Life Company was founded in April 15, 2003 and obtained its license from the Financial Regulatory Authorit... [More](#)
[Browse all vacancies at QNB ALAHLI Life Insurance](#)

Find Related Jobs

All vacancies at QNB ALAHLI Life Insurance

[Sales Coordinator - Alexandria jobs in Alexandria](#)

[Sales Coordinator - Alexandria jobs in Egypt](#)

[Sales/Retail jobs in Egypt](#)

[Jobs in Egypt](#)





Quick Hint

- This application requires answering a voice question.
- Allow access to your mic to record your answer.

TIP: Providing excellent answers to all questions increases your chances significantly.

Banking Customer Service Executive - Multinational



The hiring team at Pillars requires you to answer the below questions.

Are you flexible to work in rotational shifts "AM/PM/Night"? (Transportation provided to all our staff)

[Use Previous answers](#)

Write your answer here..

500

Are you willing to work at 6th of October City?

[Use Previous answers](#)

Write your answer here..

500

What are your package expectations ?

[Use Previous answers](#)

Write your answer here..

500

Please introduce yourself in English Max duration is 3 minutes ?

[Record](#)

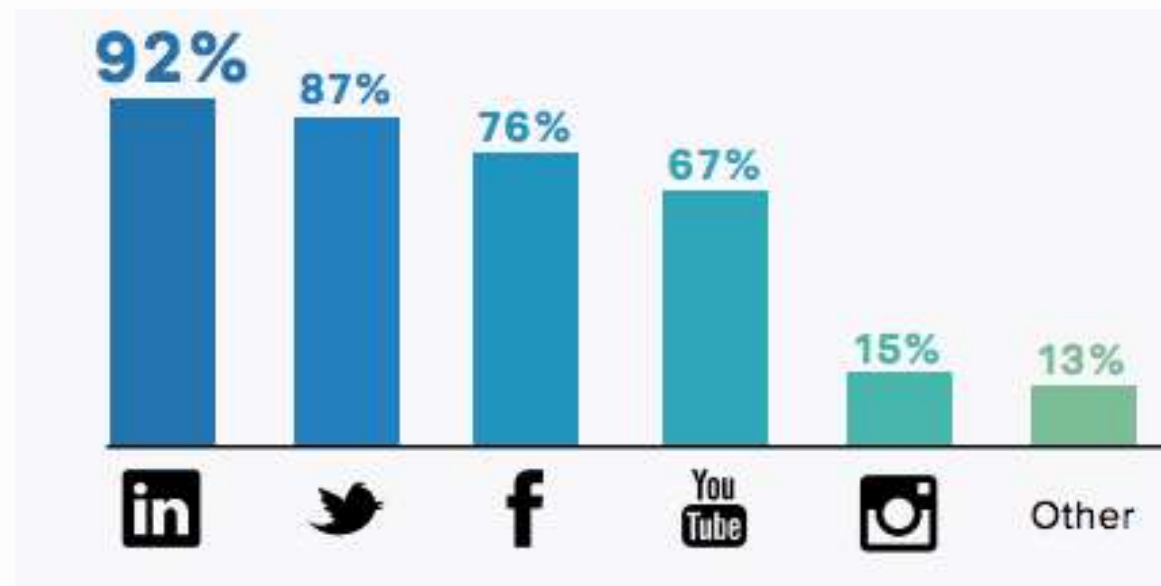
You can always record again if needed.







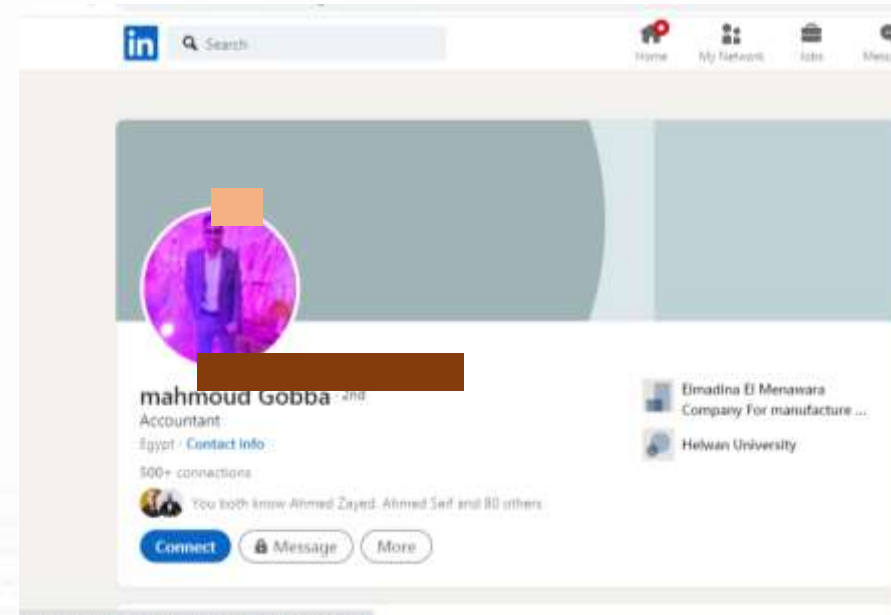
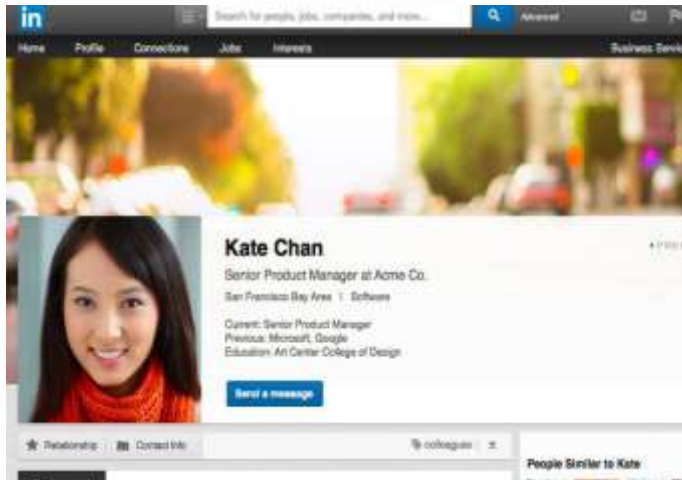
**LinkedIn leads 2021 generation as
a social Network.**





The profile Picture

Photofeeler.com





Headline

- "Title to an ad."
- Job title+ Company name+ Keywords.
(think about the words they will use to find you).





Headline

- “Title to an ad.”
- Job title+ Company name+ Keywords.
(think about the words they will use to find you).

RESPONSIBLE FOR WHAT I SAY

Hisham Ezz Al-Arab · 2nd
Managing Partner at HE Advisory
Egypt · [Contact info](#)
500+ connections

You both know Micheal Hanna, Nasser Zahran and 308 others

[Connect](#) [Message](#) [More](#)

About

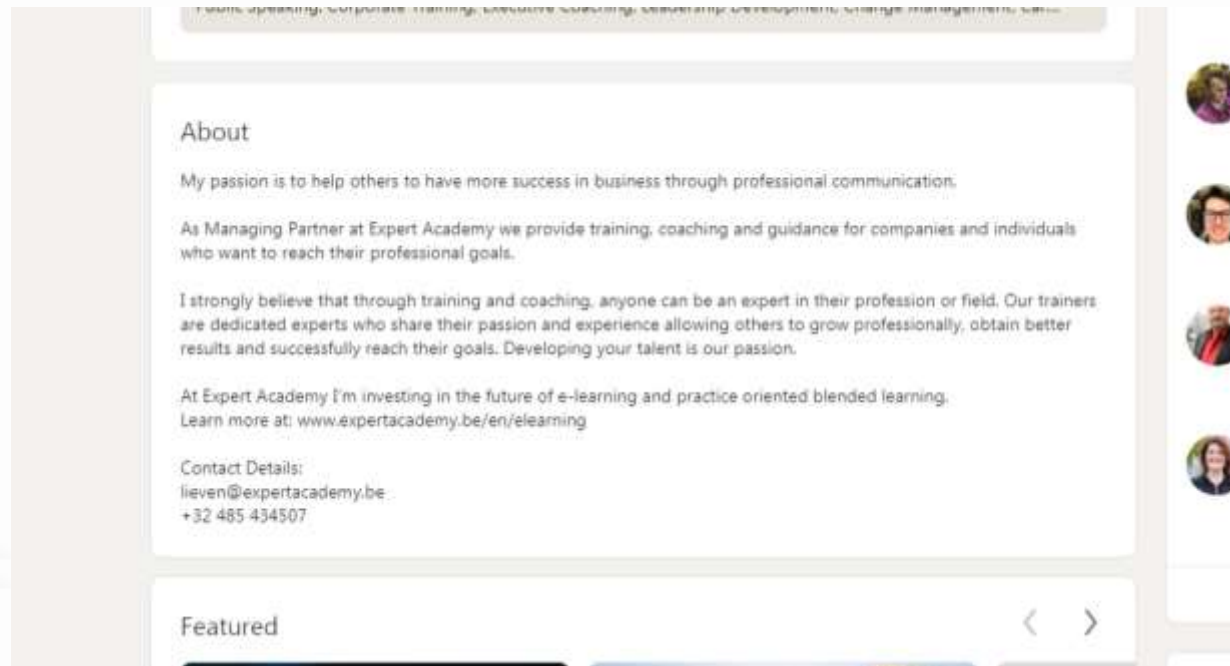
HE Advisory is founded by the visionary and philanthropist, Hisham Ezz Al-Arab. With 40+ years of experience across the Middle East, Africa and Europe, building his international banking excellence at the likes of Merrill Lynch, then to JP Morgan and Deutsche Bank where he left as a Managing Director, until he joined CIB in 1999 . Hisham has been chairman of CIB since 2002 till October 2020 . He transformed the institution from a wholesale lender into Egypt's largest private-sector bank
The bank's market capitalization has grown from EGP 1 billion (\$ 200 million) at the beginning of Mr. Ezz Al-Arab's term to EGP 100 billion (\$ 6.6 B), making its stock — a blue chip component of the Egyptian Exchange — the global





Summary

- Explain your Strengths + Skills.





Other Important things


- Connections.
- Content (visuals), accessibility(phone, email).
- How to search.
- Looking for opportunities.





Henri, get set up to advance your career in 3 steps: [Keep connecting](#) ✓ Profile started ✓ Follow hashtags

Hiring? - Post Job in Minutes! Find the Right Candidate Today. Ad ...



Henri Rousseau
Mechanical Engineer
Chicago, Illinois

[Add profile section](#) [More...](#)

[Ropeway Engineering](#)

[NC State](#)


[See contact info](#)

[See connections \(2\)](#)

Edit public profile & URL

Add profile in another language

Get the latest jobs and industry news




Amsted Rail

Henri, explore relevant opportunities with Amsted Rail

[Follow](#)

Add new skills with these courses



Improving Your Negotiating Skills
Viewers: 4,656

Upon graduating from college, I found an amazing position with EMI Mechanical Solutions as an entry-level mechanical engineer. After two years I was given the opportunity to take charge of my own team,





Other Important things

Analytics

Private to you

160 profile views

Discover who's viewed your profile.

1,848 post impressions

Check out who's engaging with your posts.
Past 7 days

97 search appearances

See how often you appear in search results.

Skills

You've reached 50 skills maximum

Take skill quiz

Leadership

Endorsed by who is highly skilled at this

Endorsed by 2 colleagues at Raja CX

25 endorsements

Teamwork

Endorsed by and 2 others who are highly skilled at this

Endorsed by 2 colleagues at

24 endorsements

Microsoft Word

Endorsed by 2 colleagues at EGYPTAIR

20 endorsements

Show all 50 skills →

Activity

4,386 followers

Start a post

posted this • 4d



new round of soft skills training

مجموعة جديدة لدورة تأهيل العمل بالبنوك بالمنصورة والدقي ❤️👍
Banker's Lounge

25

1 comment

reshared a post • 5d

6

3 comments

posted this • 3w

Urgently needed "trainer"

We need to hire training specialist for leading security services company

...show more

6

posted this • 1mo

Urgently needed "trainer"

We need to hire training specialist for leading security services company

...show more

21

8 comments

Show all activity →





Analytics

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Discover who's viewed your profile.

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...show more

6

posted this • 1mo

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We need to hire training specialist for leading security services company

...show more

21

8 comments

Show all activity →



How to search for Jobs

→ [linkedin.com/jobs/](https://www.linkedin.com/jobs/) ☆

in Home My Network **Jobs** Messaging Notifications Me Work Try Premium Free for 1 Month

My Jobs Job Alerts Salary Skill Assessments More Manage job posts [Post a free job](#)

Search for your next job

Search by title, skill, or company City, state, or zip code Search

Job searches

human resources specialist (49 new)
Alert on · Egypt

OVEQ (27 new)
Alert on · Worldwide

When you're searching for a job on LinkedIn, there are a few things you can do to get the most out of your search

[Find Jobs on LinkedIn - Best Practices](#)





How to search for Jobs

in banking Egypt Search

Jobs Experience Level 2 Date Posted Company Job Type Remote Easy Apply All filters Reset

Banking in Egypt 34 results Job Alert Off

Core Banking - T24 Tester
CornerStone Consulting Services - Egypt
Egypt Remote
Your profile matches this job
2 weeks ago • 14 applicants • Apply easily

New Account Specialist
Esen
Alexandria, Alexandria, Egypt
You have a preferred skill badge
1 day ago • Apply easily

Senior Agency Management Officer - Egypt Center of Excellence
Mashreq Bank
Cairo, Egypt
2 connections work here
Promoted • Apply easily

Recovery Officer Excellence
Mashreq - Cairo, Egypt
Full-time • Entry level
See recent hiring trends
Apply now

Job Purpose

- Review and analyze the repayment and classified advances

Key Result Areas

- Analyze and assess proposals to achieve
- Coordinate internal

Filter only Jobs by

Sort By

☐ Most recent ☒ Most relevant

Date Posted

☒ Any Time ☐ Past Month
☐ Past Week ☐ Past 24 hours

Experience Level

☒ Internship ☒ Entry level
☐ Associate ☐ Mid-Senior level

#2

EXERCISE TIME!!

Draft for your own profile (Headline, summary) for 7 minutes.



WHAT IS A CV!!



CV or curriculum Vitae, is a marketing tool, it's a Latin word for " Course of life", or similar.

- **It is a summary of your main experience on paper, list of your past life.**
- **Differ between CV and Resume**



What does it contain?



- **Contact Information.**
- **Career Summary.**
- **Education.**
- **Experience.**
- **Skills.**
- **Learning and development.**
- **Volunteering work.**
- **Achievement.**
- **Personal Information.**
- **References.**



Contact Information

الأسم

يكتب اما ثلاثي او رباعي

حجم الخط 16 او 18 بحد اقصى 20

Bold ويتم عمل

العنوان

لو بتقديم داخل أو خارج مصر

اكتب مدينة ومحافظة ودولة

زي

Maadi, Cairo, Egypt

حجم الخط 14

Bold ويتم عمل



Contact Information

رقم الموبايل

رقم موبايل متاح دائماً
يكتب

(+2) 0101 234 5678

الايمل

يكتب ايميل فورمال نركز على فورمال
بلاش ايميل زي

Tota_ahmed@*****.com

خليك في

Ali.abdallah123@*****.com



Career Summary

يكتب مخلص عن فترة حياتك المهنية

وناوي تعمل

بتعمل ايه

أنت مين
ايه

Robert Johnson
Digital Marketing Specialist

robert@novoresume.com
044 412 2019
Copenhagen, Denmark
linkedin.com/in/robert.johnson

Marketing professional with proven experience in planning and coordinating marketing policies and program, such as determining the demand for products and services offered by a firm and its competitors in order to identify new potential customers. Strong expertise in developing pricing strategies with the goal of maximizing profits.

WORK EXPERIENCE **SKILLS**

Biggest highlights (relevant experience + main duty)

RESUME SUMMARY

Senior Customer Service Representative with 7+ years of work experience working on and leading a call-center team. Personally handled 90+ calls daily (sales, tech support, and customer service), accumulating a 95% customer satisfaction rating over my career. Also a 100 WPM typist, and hold a Salesforce CRM certification.

Secondary highlights (key skills, responsibilities, and achievements)

Additional highlights (related skills and certifications)

Jeffrey Chang

Phone number: + 999 99 999 9999 Email address: hello@kickresume.com Web: www.kickresume.com

Professional summary

I am a qualified psychologist with 7 years of clinical and private practice experience, most recently as a Marriage and Family Therapist. My area of expertise is helping active and former service personnel and their loved ones to overcome military-related psychological and psychosocial problems.



Educational Background

تفرق لو انت طالب عن لو حضرتك خريج

لو انت طالب يبقى تكتب بالشكل

University:

Faculty:

Year:

Department:

Major:

Grade: (GPA)

لو انت خريج يبقى تكتب بالشكل

B.A of Arts

B.S of Commerce

B.S of Commerce, Cairo University

2019

Department: Business Administration

Major: Marketing

Grade: (GPA)

الكلية النظرية

الكلية العملية



Work Experience

بكتب اخر أهم خبرات في حياتك المهنية

Company name:

Job title:

Duration: (من شهر وسنة حتى شهر وسنة)

Job Description:

-

-



Skills

المهارات التي اتعلمتها في حياتك
بس خد بالك بتكتب المهارات على جانبيين

مهارات الكمبيوتر

مستوى إتقانك لكل المهارات

مهارات اللغة

اللغة العربية لا تكتب الا في وظائف معينة

مستواك في اللغات الاخرى من حيث قراءة وكتابة وتحدث مثل:

- English: Fluent at Read, Write and Speak

- Good user at MS word, Excel



Courses and Trainings

بكتب اخر أهم كورسات أخذتها

Course name: CBE diploma at Banker's Lounge

Duration: 50 Hours at 2022

Course included:

- Soft skills
- Financial
-
-



Extracurricular Activities

بتكتب اخر أهم أنشطة تطوعية اشتركت فيها

الأنشطة الطلابية والتطوعية التي سبق لك اشتركت فيها سواء في فترة الجامعة او بعد التخرج
أي مكان اشتركت فيه **بدون اي مقابل مادي**

- Member HR at Enactus cu 2018
- Job description:
-
-



Personal Information

المعلومات الشخصية عنك زي

- Date of birth: تاريخ الميلاد
- Marital status: الحالة الاجتماعية الرسمية زي أعزب او متزوج
- Military status: حالتك العسكرية زي مؤجل او معفى او انهى
- Gender: النوع خاصتاً مع الاسماء المتشابهة
- Nationality: الجنسية خاصتاً للاجانب غير المصريين



Tips for your CV



- **Font.**
- **Size.**
- **Colors.**
- **Simplicity.**
- **Punctuations.**
- **# of pages.**
- **HONESTY.**

- Hloom.com
- zety.com/cvmaker
- www.cvmaker.uk
- Resume.io



Discussion Examples





Marjorie D. McGahey
Sales Executive

Date of birth: April 4, 1987
Gender: Male
Phone: 718-964-6972
Email: marjorie@journapido.com
Address: 526 Longview Avenue, Brooklyn, NY
Website: http://marjorie-info.nie

OBJECTIVE

Take advantages of sales skills & experience and understanding of types market to become a professional Sales Staff and bring a lot value to Customers. Becoming a professional in marketing, going to work in dynamic working environment with challenges to develop myself. From that, I will contribute to development of your Company.

EDUCATION


Sep 2010 - June 2016	FOREIGN TRADE UNIVERSITY Major: Economics and International Business GPA: 7.34/10
Sep 2012 - June 2014	UNIVERSITY OF ECONOMICS Major: Chief accountant GPA: 7.5/10

WORK EXPERIENCE

May 2011 - Now	UHE TRADING COMPANY Sales Executive - Manage a retail shop in NeyOm province - Holding on current customers and develop new distributors - Handling the problem related to distributors: Display, discount, event plan, network development.
Jul 2011 - Dec 2013	IPROB BUSINESS CONSULTING VIETNAM CO. Marketing Executive - Interviewing users according to content of different projects: Statistic the information, collect data from interview. - Inviting the customer coming to the interview in different programs that the content depend on Company.

CERTIFICATIONS

2011-2012	The 2nd Prize of Science Research at University
2013-2014	The award of good at study and contribution to society



Adeline Palmerston

Stage & Film Actor

Profile

I am an actress who has performed in various stage plays such as "Lindiselle and Mary" on Broadway. I have also appeared in several independent films.

Academic History

Silton University
MS in Entertainment Business
2015 - 2018

- Graduated Magna Cum Laude
- Gained extensive training and successfully accomplished all requirements of the degree- 2nd Runner Up for Best Thesis

Language

French | German | English | Spanish

Skills

Improvisation | Singing | Dancing
Beatboxing | Ballroom | Dancing | Ballet
Hip-hop | Dancing Contemporary
Dancing | Gymnastics | Yoga | Cycling

Contact

123-456-7890
hello@reallygreatsite.com
@reallygreatsite123
Anywhere St., Any City, State
www.reallygreatsite.com


Professional Career

Stage & Film Actress
Astraeus Acting Agency
2016 - Present

- Studied scripts & rehearsed roles for 3 plays a year
- Collaborated with directors and team of actors
- Took part in acting gigs for film projects

Assistant Stage Manager
Chalamay Community Theater
2015 - 2016

- Studied scripts and rehearsed roles for 1 play a year
- Collaborated with directors and team of actors- Performed in dramatic performances



JOHN DOE
graphic designer

SKILLS

Admission
Conceptual
Finance
Investment
Project
Research
Writing

LANGUAGES

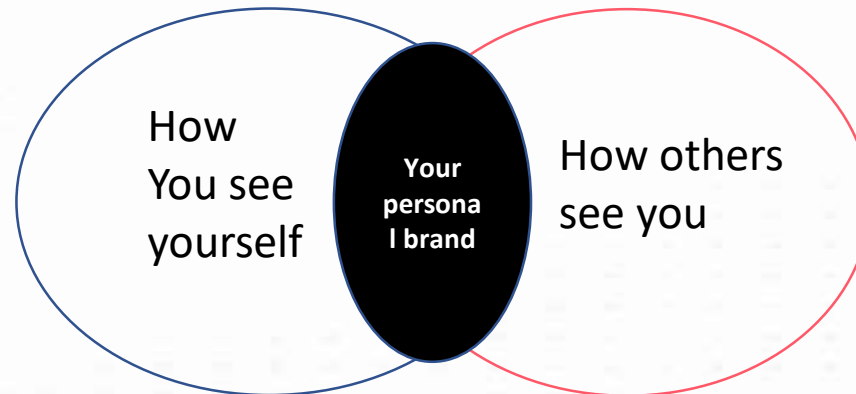
Spanish
German
English

alamy

Image ID: QH10AP
www.alamy.com

What Does Personal Branding mean??

- It is the practicing of an individual marketing themselves and their careers as brands.
- It is the ongoing process of establishing a prescribed image or impression in the mind of others about an individual, group or organization.

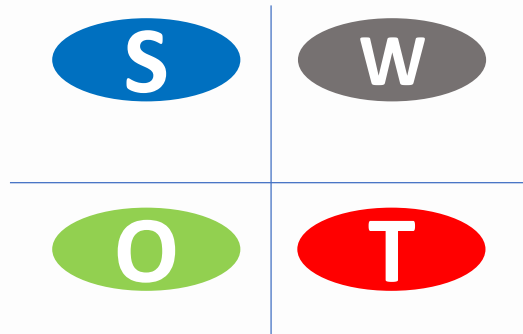




Personal SWOT Analysis

Strength

- What professional qualities do I have?
- What do I do well?
- What is my biggest achievements?



Weakness

- What am I bad in?
- What can I improve?
- What are the tasks I avoid usually?
- What are the roots of my failure?
- What are my personal flows?

Opportunities

- Can I obtain a better education?
- Who can support me in achieving my goals?
- What are the trends do I see in my professional area?

Threatens

- What are the obstacles I face?
- Are there changes in labor policies?
- Who am I compete?



#1

EXERCISE TIME!!

Create your own SWOT analysis (5 minutes)



Interview skills

01

Before the Interview

SEARCH, READ, STUDY
Mobile is off!

02

During the Interview

03

After



Interview skills

02 During the Interview

- First Impression.
- Dress code.
- Respect & Smile.
- Introduction.



Interview skills

02

During the Interview

- Body Language.
- Eye contact.
- Facial expressions.
- Emotions controlling.
- Effective Listening.
- Voice.
- Expecting the unexpected.



Interview skills

02 During the Interview

- Competencies of the job.
- KSA'S.
- STAR technique.
- Professional words.



Interview skills

02

During the Interview

- Interview Mistakes.
- Handshake.
- Over self- confidence.
- Lying.
- If you don't know it don't answer.
- Negative words.
- Your weaknesses!.



#3

EXERCISE TIME!!

Conduct an Interview for your friend.
10 minutes.





- **Be able to know how to define your personal branding.**



- **Build up your own strong CV.**



- **How to use your personal branding.**



- **Create an attractive LinkedIn& Wuzzuf profiles.**



- **Be able do avoid the common CV creation mistakes.**



- **Overcome any Interview mistakes.**

Any Questions?



Thank You!

