

Sara Soliman Elleithy

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Date of Birth: 19 September 2001

Address: Egypt, Cairo, Nasr city

Objective

Recent graduate with a solid academic understanding of Human Resources principles and practices. Familiar with recruitment processes, employee onboarding/offboarding, maintaining records, preparing HR documentation, and ensuring compliance with policies and labor laws. Eager to apply strong organizational and communication skills to support HR operations and grow in a professional HR role.

Relevant Experience

- Retail Banking Operations Specialist at Housing and Development Bank

(Feb 2024 – Present)

Key Responsibilities:

- Process and approve various loan types (personal, auto, mortgage, and secured loans).
- Evaluate customers' credit history to assess eligibility for loans, credit cards, and financial facilities.
- Issue and manage credit cards, loans, and financial facilities.
- Handle internal fund transfers and execute customer requests such as loan repayments and credit card settlements.
- Handle external cheque collections, manage returned cheques, and coordinate with customers for resolution.

- Training for Employment - CBE Principles of Banking Certificated by Egyptian Banking Institute & Central Bank of Egypt. (E-learning Training course)

(Since 27 September 2023 to 28 October 2023)

- Customer Service Trainee at National Bank of Egypt. (Student summer internship)

(Since 17 July 2022 to 11 August 2022)

Education

- 2019-2023: Graduated from Faculty of Commerce (English Section) Ain Shams University.

Major: Business Administration.

GPA: Very Good.

Graduation year: 2023

Skills & abilities

- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong analytical skills and expertise in credit assessment.
- Effective communication and Problem-Solving abilities.
- Ability to perform well under pressure and meet deadlines.
- Highly adaptable and quick to learn new processes and systems.

Languages

- Arabic: Native (Excellent Proficiency).
- English: Very Good (Professional working Proficiency).