**KAWTHAR AQEEL AL-LAWATI**

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**Objective**

To Obtain an Entry Level Position in Finance and/or Economics in Your Esteemed Organization

**Education**

**Sultan Qaboos University, Oman**

College Of Economics & Political Science

BSc. In Finance

Minor: Economics

Graduation Year: 2017

**Completed Projects**

* Venture Idea Business Plan, Entrepreneurial Finance (2017)
* Bank Muscat Internship Report (2016)
* Portfolio Performance Analysis, Investment Analysis and Portfolio Management Course (2016)
* Amazon Company, Dow Jones index, and Guide Stone Fund Analysis Investment Report, Principles of Investment Course (2015)
* Financial Analysis Report for Bank Muscat, Intermediate Finance Course (2015)
* Personal Financial Planning Report (2015)

**Experience**

**Summer Internship**, June-August 2016

Bank Muscat, Al-Khuwair Branch 317

* Opened online accounts for the clients and secure token
* Opened saving accounts for the clients
* Changed the ATM cards for the clients
* Closed accounts for the clients
* Changed information of the clients
* Calculated loans for the clients
* Wrote client cheques
* Deposited cheques

**Mid-semester Internship,** Spring 2017

The Firm For Business and Economic Consulting LLC, Oman

* Managed social media accounts
* Run campaigns and increased brand awareness

**Participations and Social Services**

* Represented The Firm LLC in Wathifny booth in the Career & Training Opportunities Fair (2017)
* Participant, 14th Business Week, sultan Qaboos University as an organizer & presenter (2017)
* Participated in Muscat Securities Market Forum 11th Edition as an organizer & presenter (2016)
* Media Group Leader, Eco-Fin Group, (2016-2017)
* Participant, 13th Business Week as an organizer & presenter (2016)
* Member Of "Risk Management Exhibition 2015"
* Member Of Hand By Hand Voluntary Team

**Skills and Capabilities**

* Administrative Skills
  + Communication and team work skills
  + Writing reports
  + Problem solving and decision making skills
* Language Literacy
  + Arabic (mother tongue)
  + English (fluent)
* Technical Skills
  + MS office (word, excel, power point and access)
* Financial Skills
  + Ability to analyze financial and business data
  + Writing and preparing financial reports

**References**

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