

Salma Ashraf Negm El Din Elbatran

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Personal data

Birth Date : 3/4/1991 (**Cairo**).

Nationality : **Egyptian.**

Marital Status : **Married.**

Graduation : **CAIRO University Faculty of Commerce** (Business Administration)

Year of graduation: 2012/2013

Experience

- ✓ **Current position(From June 2013) :** Employee in external branches department at bank misr.

Tasks:

- Make Dashboard to be represented in front of board every month about our external branches case.
 - Make business opportunities in different countries.
 - Make Financial statement
 - Make budgets.
 - Do studies about countries to open new branches there.
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- ✓ **From 2012 to 2013:** Worked as Human resources coordinator in Danat company
 - ✓ **From 2011 to 2012:** Public relations coordinator at Mad solution company
 - ✓ **From 2011 to 2012:** Worked as a tele sales in Barclays Bank.
 - ✓ **From 2010 to 2011:** worked as Human resources coordinator at El-sawy culture wheel
 - ✓ **From 2010 to 2011:** Volunteer at Aiesec Cairo university
 - ✓ **From 8/2010 to 9/2010:** Volunteer at update Cairo university.
 - ✓ **From 7/2010 to 8/2010:** Training at Citibank (telesales).

Courses

- ✓ **Jan 2014 to Feb 2014:** Banking course at banking institute.
- ✓ **Jan 2013 to Aug 2013:** Human resources certificate From The American University.

- ✓ **Sep 2013 to Jan2015:** finished English language course at Berlitz institute for languages.
- ✓ **From 2010 to 2011:** Microsoft course at Cairo university.
- ✓ **In 2013:** got toefl certificate from Cairo University.

Personal Skills

- ✓ Very good communication and presentation skills.
- ✓ Ability to motivate and lead others.
- ✓ Maintain focus in demanding work environments, under deadline and pressure conditions.
- ✓ Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.
- ✓ Ambitious.
- ✓ Hard Worker.
- ✓ Highly motivated.
- ✓ Ability to Work in a team or individual.
- ✓ Ability to travel abroad or inside the republic.
- ✓ Ability to work under pressure.

Language

- ✓ **Arabic:** Mother Tongue.
- ✓ **English:** Fluent.
- ✓ **German:** Good.
- ✓ **Spanish:** Basic.

Computer skills

- ✓ Excellent user for Excel, Microsoft word and power point

Hobbies

- ✓ Reading
- ✓ Travelling
- ✓ Listening to music.

Expected salary

- ✓ Negotiable

References

- ✓ Will be provided when needed.

Declaration

- ✓ *I declare that the above facts given by me are true to the best of my knowledge and belief.*