

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

Khamis Al-Yahyai, PhD
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