**FATIMA SYED**

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**OBJECTIVE**

To secure a challenging and exciting position as a Credit Analyst in the United States.

**EDUCATION**

Bachelor of Science with major in Botany .

Completion of one and one-half years of post-graduate work .

**Skills & Qualifications**

* *Application Software:* Microsoft Office (Word, Excel, Power Point Access)
* *Relevant Skills*: Project management, strong problem solving and analytical skills, strong verbal and written communication skills. Typing speed is 55 words per minute.
* *Key Qualities*: Detail oriented, team player, able to handle multiple projects simultaneously, able to work independently.
* Ability to handle a myriad of job duties and execute each one of it with efficiency and a desired level of excellence in the outputs
* Excellent team building, conflict resolution, resource management, and team building skills
* Proficient in a wide range of computer applications used in a corporate environment
* Adaptable to work under constantly changing job environment
* Passionate to excel through consistent learning and hard work

**Experience**

* Have a 3+ years customer service experience
* Cash handling.
* Data entry.

**References :-** Available upon request