

# Keroles Rezk

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## **Objective :**

- A challenging career opportunity in the field of Financial transactions and Customer Service's Sector in order to build upon and utilize my educational ,communication and leadership skills and also add value to the Bank .

## **Work experiences :**

- **Sales Agent** – Personal loans Dept. (July 2024 – till now)  
Dubai Islamic Bank – Dubai – UAE
- **Teller and Remittance Clerk** – Cash Dept. (Jan. 2020 – June 2024)  
Banque Du Caire – Cairo – Egypt
- **Accountant and Purchasing Specialist** – Finance Dept. (Jan 2019- Jan2020)  
Ramco Pharma – Cairo – Egypt
- **Junior Teller** – Cash Dept. (June 2018-Jan 2019)  
AHLY Exchange – Cairo – Egypt

## **Qualifications & Soft Skills :**

- Team worker (as Junior and Senior Level) .
- Self-Learner .
- Negotiation Skills.
- Hard worker .
- Good leadership .
- Working under pressure of dead line and target level .
- Time management between educational developing level and working level .
- Communication skills with horizontal level (with my colleagues) & also vertical level (with My manager and managerial level as total) .
- Flexibility and adaptation skills to work on different departments related to my career path and technical skills .

## **Personal Skills :**

- Follow all relevant banking regulations, policies, and procedures to maintain the security of customer information and prevent any fraudulent activities.
- Handling a variety of financial transactions, such as deposits, withdrawals, check cashing, money transfers, and bill payments. They need to accurately complete these transactions and ensure the security of the customer's funds.
- Strong interpersonal skills and cultural sensitivity.
- dealing with updated foreign currencies.
- Relationship management networking skills.
- Excellent communication and negotiation skill.

**Languages :**

- Arabic : Native (Mother Tongue) .
- English : Expert Level of speaking and writing and also listening .

**Computer Skills & Software Skills :**

- Excellent in using Microsoft office (Word,Excel,Powerpoint and Outlook) and good surfing of the internet .
- Have the ability to learn any new software or hardware techniques and continuous updates .
- Dealing and operating with **SAP** system.
- Dealing and operating with **Oracle** system.

**Education :**

- Bachelor's Degree of Business, Economics and information systems -2018
- Misr University for Science and Technology (M.U.S.T)
- Major : Accounting
- Grade : Good

**Courses and Certificates :**

- English course at The American University in Cairo
- Anti-Money Laundering training

**Personal details :**

- Marital Status: Single
- Nationality: Egyptian

*References Furnished Upon Request*