

Andrew Mourad Morkos Beshai

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Objectives:

Seeking a responsible position in your institute that enables me to utilize my language, presentation and communication skills, fulfills my personal ambition and enhances my practical knowledge in that field.

Educational Background:

June 2017

- Bachelor's Degree in Business Administration .
- Higher institute of technological studies , Future Academy , Cairo, Egypt.
- Major: Accounting and Auditing. Grade: **Very Good**

June 2012

- Graduated From Franciscan School Assuit .

Work Experiences:

Jun 2016 till Sep 2016 :

Internship at "Misr Life Insurance Company" _ Assuit Branch .

Aug 2017 till Feb 2018 :

Work at " Rizkalla – Authorized dealer for Orange corporate "
Assuit as Sales man.

Mar 2018 till now :

Work as sales man _ Microfinance at "Alex Bank " Assuit branch .

Extra Courses

❖ Online course :

- Product Knowledge and sales & Communication Skills course.
- Customer Service course.
- How to have a successful interview..

- ❖ Completed a **Language Course in English**. The course covered Berlitz Proficiency level 3

Activities :

- ❖ Reading, Listening to Music and travelling.

Skills:

Language Skills:

- ❖ ARABIC : Fluent of written and spoken Arabic Language (Native language).
- ❖ ENGLISH : Intermediate of written and spoken English Language..

Computer Skills:

- ❖ Good at MS Office.

Skills& Abilities:

- ❖ Good Communication, Presentation and Negotiation skills.
- ❖ Punctual, confident, reliable, organized, energetic, self-motivated, adaptable and patient.
- ❖ Work under Stress.
- ❖ Ability to work individually and as a co- operative team member.
- ❖ Ability to learn new tasks quickly.

Personal information:

- ❖ Place of Birth : Assuit.
- ❖ Military status : Exempted.
- ❖ Marital Status : Single.
- ❖ Date of Birth : 18. Of March 1994.

All documents are available on demand.