



## Haneen Seleem

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### CAREER OBJECTIVE

- A challenging position where I can utilize my abilities and knowledge that I have developed through my years of experience and education where I enhance my capabilities and advance pursuing a remarkable career that suits my ambition where my proficiency and skills can be developed and used to benefit the company.

### PERSONALS

- **Name:** Haneen Atef Seleem
- **Nationality:** Egyptian
- **Gender:** Female
- **Marital Status:** Single
- **Address:** UAE , Abu Dhabi
- **Birth date:** 9<sup>th</sup> September 1989
- **Driving License Issued from:** Egypt

### EDUCATION

- Faculty of Arts in the capacity of Mass Communication 2009

## WORK EXPERIENCE

Insurance advisor at Orient Company Al-Futtaim Group  
From 8<sup>th</sup> of September 2018 till Now

Senior sales officer in personal finance department ADIB  
Bank from 01/01/2018 till 01/09/2018

Sales Executive at Masr for insurance From 10/2016 till  
11/2017

Senior sales officer in personal finance department at  
Banque Misr From 01/2013 till 06/2016

### Scope of work:

- Conducting market research to identify selling possibilities and evaluate customer needs
- Setting up meetings with potential clients and listen to their wishes and concerns
- creating long term strategies with the clients
- preparing volume forecasts and plans
- closely cooperating with other departments
- manage and solve conflicts with client

- 2009-2010 Training at EL-WATAN Newspaper.
  - ✓ Answering employee questions.
  - ✓ Processing incoming mail.
  - ✓ Creating and distributing documents.
  - ✓ Providing customer service to organization employees.
- 2008-2009 Training at AKHBAR EL-YOUM as a journalist.

## **GENERAL SKILLS**

- On board Customer Service.
- Have good communication skills.
- Perfect ability to work in a team.
- Ability to work under pressure.
- Public administration course.
- Ability to immediately deal & solve problems concerning customers.
- Good listener and fast learner.
- Ability to deliver excellent service to guests.

## **LANGUAGE SKILLS**

- Arabic: *native*.
- English: *very good*.

## **COMPUTER SKILLS**

- Full license of the International Computer Driving Excel.
- Microsoft Office applications.
- Internet searcher.

## **PERSONAL QUALITIES**

- Hardworking
- Sociable
- Punctual
- Active
- Purposeful
- Responsible

## **INTERESTS**

- Foreign languages.
- Psychology.
- Reading.
- Sports.

I am seeking to start my next step with your respective company.