

Salma Faiter

Investment Specialist - Noor Capital Company - Capital Investment

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Work Experience

Investment Specialist

Noor Capital Company - Capital Investment

July 2018 to Present

Main Responsibilities:

Monthly target of Capital investment sales of USD 100k.

Advise clients on best plans to invest in Global Stock Market.

Find new leads to invest through the company.

Assign Account Manager for new clients.

Accountant

Miami College - Private School - Alexandria, EG

December 2012 to November 2013

Main Responsibilities:

§ Collection of students' admission documentation.

§ Students' registrations, tuition fees and financial deposits.

§ Petty cash and bank records maintenance.

§ Local purchase orders and invoices review.

§ Parents' queries on fee matters.

Education

Bachelor degree in Business Administration Management in Business Administration Management

Alexandria University - Alexandria, EG

September 2007 to June 2011

English Section

Kawmeya English Girls College - Alexandria, EG

September 2004 to July 2007

Skills

Excel (Less than 1 year), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), Outlook (Less than 1 year), PowerPoint (Less than 1 year)

Additional Information

Computer Skills

§ Microsoft Office Package:

Word: Good

Excel: Intermediate

PowerPoint: Good

Outlook: Excellent