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OBJECTIVE

Part-time Financial Service Representative position that will boost my academic and work experience in the business industry

EDUCATION

University of Mazandaran, Babolsar
Bachelor of Arts, Business Administration
Concentration: Finance
G.P.A. 18

Expected May, 2015

RELATED COURSEWORK

- Investment Theory
- Capital and Money Markets
- Financial Analysis for Investors and Lenders
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WORK EXPERIENCE

Tejarat Nou Bank, Jooybar, Teller

February 2012-present

- Assist customers with various financial transactions
- Promote new services and products to customers
- Update customer accounts after each transaction

Cashier

January 2010-February 2011

- Provided superior customer service, answered customers questions, and resolved customer complaints
- Assisted in training new employees in the areas of customer service, cashiering, and policies and procedures
- Responsible for cashiering and stocking duties

VOLUNTEER EXPERIENCE

Summer 2008

- Participated as an orientation leader and facilitated campus tours to incoming freshmen
- Familiarized new students with on-campus student services and resources

SKILLS

- Computer. Microsoft Word, Excel, and PowerPoint
- Language: Fluent in English

AFFILIATIONS

- Finance Association, University of Mazandaran, September 2014-present