Date: 26/01/2005

**Curriculum Vitae**

**IMAN M. SALAH EL DIN EL MARSAFY**

**Personal Data:**

**Address:** Unit 59, Building 7, Appt. 13 Al Rehab City, Cairo, Egypt

**Telephone: 002-010-9684477**

**E-Mail: i\_elmarsafy@yahoo.com**

**Birth Date: 1/07/1962**

**Nationality: Egyptian**

**Education:**

**Bachelor of Business Administration .**

From: John Cabot University – Rome – Italy.

Graduation Date: 1983

**Experience:**

 ***Sept. 1981 – June 1983 : John Cabot University***

 ***As a clerk in library & Admission office.***

***April . 1984 –June .1990: Misr International Bank (MIBANK)***

 **Position: Foreign Exchange Department.**

**Responsibilities:**

* Check all customers current account.
* Check all transaction related to the current accounts before and after the execution.
* Receiving Applications from Clercks after checking and filling the required information.
* Review the reports generated from the system, against the original documents to make sure of corrections of processing.
* Preparing monthly regular reports, e.g. Monthly positions of customer’s comparison between the monthly balance sheet
* Handling the direction of fees and commissions collected on processed transfers.
* Review and follow up on any Amendments on the transfers, whether Foreign and local.
* Handling any customer’s complaints and disputes between customers and beneficiaries.

**Social Work :**

**2003 until present several social work activities in different charity organizations in Egypt.**

**SKILLS:**

**Language:**

Arabic: Mother Tongue.

English: Fluent .

Italian : Fluent .

Spanish : Fluent .

French : Good .

**Computer Skills:**

ICDL Certificate The American University In Cairo, Egypt

Aug. 2010

***Iman El Marsafy.***