

Mohammed Zaed
PO Box 26666
Sharjah, UAE
+(971) 50 4837987

EDUCATION

Sep 2002 – Present, American University of Sharjah, UAE

Candidate for Bachelor of Sciences in Business Administration with major in Finance

Relevant Course Work:

- Business finance
- Financial Accounting
- Financial Analysis
- Corporate Finance Theory
- Introduction to Investments
- Principles of Management

RELATED EXPERIENCE

Feb 2005 – Present, The Capital Group Companies, Dubai, UAE

Trust Account Representative

- Established new accounts and transfers with a high level of efficiency and accuracy.
- Research, resolve, and communicate issues to financial advisers and shareholders.
- Demonstrated a strong customer service/client relations perspective while servicing shareholder accounts.
- Collaborate with team manager and other team members to resolve team tasks and create workshops for the department.

Sep 2003 – Feb 2005, Bank of America, Fullerton, CA

Teller

- Assisted customers with several financial transactions.
- Promoted new services and products to customers.
- Originated new bank accounts for customers.

AWARDS

- Spring 2006, Chancellor's List of American University of Sharjah, with a 3.9 GPA.
- 2004-2005, Dean's List of American University of Sharjah with a 3.9 GPA.

SKILLS

- **Computer:** Proficient in Microsoft Word, Excel and Photoshop
- **Language:** Fluent in Spanish