

Name

CAREER OBJECTIVE

International Management Trainee. Desire a position in a company that deals in international business. Willing to start in export or finance department, where I could use my multi-lingual abilities and good interpersonal skills. Would like to advance into a horizontal direction including an international tour in order to get proper understanding about the company and its industry. I want to have an opportunity to develop myself, travel and to proceed in my career and be extremely committed to hard work and the company objectives.

EDUCATION

HELSINKI SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION Mikkeli, Finland BBA 26.8.19XX - 31.1.19XX, a little university with a very intense program consisting of three-week periods throughout the year. Main approach of the school is internationalization due to visiting professors from top universities (for example Harvard, Indiana, Kellogg) from all over the world and a mandatory six months study abroad period. The education gives very good skill in team and case work, which is the style of studying.

Relevant courses:

Basic business course

-Introduction to computers

-Financial mathematics

-Introduction to statistics

-Quantitative methods

Economics

-Microeconomics

-Macroeconomics

-Finnish economy

Marketing

-Principals of marketing management

Management

-Principals of management

-Human resource management

International Business

-international business

COMMERCIAL COLLEGE OF TAMPERE, Finland

Diploma in international trade 20.8.19XX - 31.5.19XX, thorough concentration in international trade, export, import, marketing and European languages

HIGHSCHOOL Kiukainen, Finland

Highschool graduate 31.5.19XX

EXPERIENCE

DRESDNER BANK AG, Frankfurt, Germany

Assistance in money and currency dealing 1.11.19XX - 20.8.19XX

In the headquarters of the bank I was taking care of the transactions and controlling in money and currency dealing as well as placing international money orders from the department of treasury technique.

RAMPORT OY Tampere, Finland

Purchasing and sales secretary 20.8.19XX - 31.10.19XX

My main task was to maintain contact with German clients in the company's agency business. Responsible for day-to-day operations, tradeflows and communication with Finnish customers related to deliveries, dates and methods of transportation and pricing. Did also invoices, reminding, wrote orders and made offers. Used both written and spoken German and English.

HEALTH STATION OF TAMPERE-CITY, Tampere, Finland

Office worker summer 19XX

Advised people with various types of questions related with health care security in public service department. Paid insurance fees to customers.

SEVERAL RANKS IN FINLAND

customer service summers 19XX- 19XX

Summer 19XX worked as an operator handled mail and did some salary accounting. Summer 19XX worked in first line customer service dealing with individual customers on their various accounts, paying bills and exchange money. Summer 19XX worked in a major Finnish bank's headquarters in customer service again as before. Summer 19XX worked in a small facility within a team in customer service handling investments, credit and debit cards and various types of accounts and helped plan the marketing plans of our facility in accordance with the bank objectives. Gave weekly report of our achievements to the top management.

SKILLS

Computer skills

- Window, Word and Excel
- Accounting program

languages

- Finnish (native speaker)
- fluent English received in the school and in practical experience
- good German skills received from work experience
- some Swedish and French

ACTIVITIES

Since my teenage years have been active in various types of hobbies. Played piano since 5 years old and took lessons for 9 years. Active in sports: trained karate, dancing, exercise gymnastics, skiing and jogging.