DIANA NIKOLAYEVA 12 Mussabayev Street

 Almaty, Kazakhstan

 +7 778 888 4009

 diana.nikolayeva@hotmail.com

A final year banking and finance student with strong academic achievements and past internship experience, looking for the summer internship or graduate role. Can work on own initiative, as well as being part of a team, and demonstrate high level of motivation to perform different tasks, work under pressure and meet tightest deadlines.

#  Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cass Business School, City University** | 2013 – 2016 |  | **Into City University London** | 2012 – 2013 |
| *BSc (Hons) Banking and International Finance* Crasposueretincidunthendrerit. Craslacinia lacus metus, auctorconsecteturloremrhoncusquis. Nuncaliquetmattisfelis. Pellentesque habitant morbitristique* Quisquehendrerit, augue id eleifendpretium, sem
* Etiamquisenimegetsemlaoreetbibendum
* Quisqueeuvulputateneque

Vivamusviverra dolor vitae lacus sollicitudin, at  |  | *International Foundation in Business and Economics* * Loremipsum dolor sit amet, consecteturadipiscing
* Maurisfacilisiseleifendnuncutconsequat.
* Pellentesquelobortisnecnibhegetmollis.

Nam ornarecondimentum lacus. |
| Year 1: 2.1 (overall 63.6%) Year 2: 2.1 (overall 69.4%) Year 3/Term 1: 1 (overall 71%)  |  | Overall: 80.94% |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cats College London** | 2011 – 2012 |  | **Gymnasium №60 Almaty** | 2001 – 2011 |
| *AS Level with Fastrack Maths* Crasposueretincidunthendrerit. Craslacinia lacus metus, auctorconsecteturloremrhoncusquis. Nuncaliquetmattisfelis. Pellentesque habitant morbitristique* Quisquehendrerit, augue id eleifendpretium, sem
* Etiamquisenimegetsemlaoreetbibendum
* Quisqueeuvulputateneque

Vivamusviverra dolor vitae lacus sollicitudin, at  |  | *General Secondary Educational Program* * Loremipsum dolor sit amet, consecteturadipiscing
* Maurisfacilisiseleifendnuncutconsequat.
* Pellentesquelobortisnecnibhegetmollis.

Nam ornarecondimentum lacus. |
| AS Economics (A), AS Russian (A), AS + A2 Mathematics (A), AS Sociology (C)  |  |  Awarded for excellent results and contribution to school  |

# WORK EXPERIENCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Real Estate LLP, Almaty | July 2015 – August 2015 |  | Hanter AGZS LLP, Almaty | July 2014 – August 2014 |
|  *Valuation Intern** Prepared financial legal analysis of companies, real estate and intangible assets
* Assisted the valuation team in daily tasks including quantitative and qualitative analysis
* Actively participated in the team work while working on the process of valuation
* Implemented different valuation methods and techniques
 |  |  *Assistant Manager** Assisted financial accountant in manual building of financial and income statements
* Communicated with potential customers, suppliers and third party companies and provided specific information on demand
* Maintained records on database systems, implemented a new indexing system for files for more time-efficient process
 |

# achievements and awards

* Was awarded international scholarship for strong academics for the Foundation course at Into City University
* Was awarded the certificate upon completion of the Cengage Microsoft Excel SAM and Bloomberg BMC training courses
* Co-founder of Russian speaking society in City University London, aimed to establish good relations between different nationalities. Organised meetings and events to Russian speakers and others wishing to integrate in Russian culture and learn language
* Was the head of students' council at school in Kazakhstan, organized social events and raised funds for school needs by organising extracurricular activities

# SKILLS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Creativity | ∎∎∎∎∎ |  |  | Time management | ∎∎∎∎∎ |  |  |
| Efficiency | ∎∎∎∎∎ |  |  | Team Work | ∎∎∎∎∎ |  |  |
| Leadership | ∎∎∎∎∎ |  |  | Troubleshooting | ∎∎∎∎∎ |  |  |

# additional SKILLS

**Languages:** Russian (Native), English (Fluent)

**Technical skills:** Proficiency in Microsoft Office, including Word, Excel, Powerpoint; Eviews; Bloomberg; 1C Accounting