

Ahmed Hamed

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SUMMARY

7 years of professional experience as a bank accountant with a focus on money management and financial skills. superior ability to pay attention to detail, financial data analysis prowess, and regulatory compliance assurance. able to use accounting software effectively to simplify processes and raise accuracy. Excellent interpersonal and teamwork skills.

EXPERIENCE

CBD - Bank Teller

Dubai, UAE

01/2016 - Current

- Received cash and checks for deposit, verified amounts and endorsements, and examined for counterfeit bills.
- Eliminated errors when balancing cash machine transactions, teller cash dispensers and teller cash recyclers.
- Verified amounts and endorsements on cheques and examined cash to prohibit acceptance of counterfeit bills.
- Learned about customer's financial needs, established trust, and optimized sales opportunities resulting in quality customer service.
- Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
- Processed customer transactions promptly, minimizing wait times.
- Built and strengthened customer relationships by leveraging excellent interpersonal and communication skills.
- Sold and cross-sold bank products to new and existing customers.
- Maintained accurate records of customer transactions in line with bank procedures.
- Assisted customers with setting up or closing accounts, completing loan applications, and signing up for new services.
- Updated account information to maintain customer records.
- Responded to customer requests for products, services, and company information.

LANGUAGES

Arabic:

C2

Proficient

English:

C1

Advanced

SKILLS

- Customer service skills
- Cross-selling expertise
- Cheque cashing and ordering
- Accounting systems and software
- International funds transfers
- Relationship building and management
- Virtualization Technologies
- Foreign Currency Exchanges

EDUCATION

2015

Alexandria University

Alexandria , Egypt

Bachelor of Business

Administration: Accounting And Finance

CERTIFICATIONS

- Quick Books , Alexandria University .
- Peach Tree , Alexandria University .
- Commercial Excel , Alexandria University .
- Fraud awareness , CBD Learning Course .
- sanctions , CBD Learning Course .
- Information security awareness , CBD Learning Course .
- anti-money laundering and combating terrorist financing awareness , CBD Learning Course .