



Hamdy Mohamed

Senior Archiving Clerk & Team leader

Experienced banking professional with a strong background in document management, team leadership, and operational efficiency. Currently serving as a Senior Archiving Clerk at Abu Dhabi Islamic Bank - Egypt, where I lead a team in managing and organizing critical banking documents with accuracy and compliance.

CONTACT ME

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📍 Giza - 6 October
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Skills

Team Leadership

Document Management

Time Management

Communication Skills

Languages

English – Professional

WORK EXPERIENCE

Senior Archiving Clerk & Team leader

Abu Dhabi Islamic Bank (ADIB) • 6th of October • Jan 2025 - Present

As a Senior Archiving Clerk at ADIB Egypt, I lead a team responsible for managing and organizing critical banking documents with accuracy and efficiency. I oversee the verification and validation of incoming paperwork, ensuring compliance with internal policies and regulatory requirements. My role includes supervising the digital archiving process, monitoring team performance, and providing guidance to ensure seamless workflow. Additionally, I conduct quality checks on uploaded files, coordinate document retrieval for various departments, and implement process improvements to enhance efficiency and accuracy. My leadership ensures that the team maintains high standards in document management, supporting the bank's operational excellence.

Archiving Clerk

Abu Dhabi Islamic Bank (ADIB) • 6th of October • Dec 2022 – Dec 2024

I was responsible for checking incoming paperwork I also sort all papers alphabetically by title or significance and then date them accurately to stay organized according to my specified work area. My duties and responsibilities are uploading digital files and data. I also organize records and archive paperwork so it can be found when needed most by other departments or personnel who might require its services.

Cost Accountant

Omal Misr Foundation • 6th of October • May 2022 – Dec 2022

Determine fixed costs (eg salaries, rent, insurance).
Plan and record variable costs (eg raw material purchases, operations costs).
Analyze and report the profit margins of the enterprise.
Preparing monthly, quarterly and annual cost forecasts.

EDUCATION

Bachelor's degree, Banking management and money markets
Thebes Academy,
2018