



CURRICULUM VITAE

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Objectives:

I'm looking for challenging career so I can utilize my knowledge to make an important contribution to the success of a growing company. I describe myself as an ambitious, Dynamic, and highly organized with a proven ability of working on various operating technologies.

Personal data:

Date of birth: 14 May 1994

Place of birth: Jordan, Amman

Nationality: Jordanian

Marital Status: Single

Experience:

05/2016 - Present, Central Operation Officer

Safwa Isalmic Bank

- Cards Department :

(Settlement and Reconciliation officer at financial accounting section for VISA and MasterCard claims)

- Assets Department:

(After sales service, Ijara & Murabaha Finance)

- Account Maintenance Unit :

(KYC , Account opening , Tax reservations , Standing orders)

- Payments and Clearing Department :

(Cheque books ,payroll, financial department back office, ECC, BDC, Salaries bulks, Remittances, Accounting entries, SWIFT and Reconciliation).

Education:

Bachelor's degree, Banking and Financial Sciences
at the Hashemite University 09/2012-12/2015.

Courses:

- Certificate in remittances and bank cheques from the Institute of Banking Studies.
- Certificate in the provisions of the cheques from the Institute of Banking Studies.
- Certificate in advanced excel course from the Universe Path Training and Consulting Academy.
- Introduction course for all bank operations at JORDAN DUBAI ISLAMIC BANK.
- Certificate in internal banking operations from the Institute of Banking studies.
- Certificate in National payments and electronic clearing (RTGS) from the Institute of Banking studies.
- Certificate in credit control and bad debts management from the Institute of Banking studies.
- Certificate in Disclosure of Bank fraud and counterfeiting from the Institute of Banking studies.

Competence:

- Dynamic, self-motivated with friendly personality.
- Dedicated and result oriented.
- Team player with the ability to work individually.
- Highly persistent with a goal-driven attitude.
- Good creative skills.

Technical skills:

- Ability to prepare and execute financial transactions.
- Knowledge of Sharia based bank products and accounting.
- Strong business acumen and relation building.
- Knowledge of Banking Law, operation and Practices.

You do not know a person well until you meet him. But I can say a few things about me which I am certain of; I am a self-made, hard worker, ambitious self-motivated and dependant person, and the most important of all is loyal.

Besides, I:

1. Have a good knowledge in Computer (Windows, Ms Office, etc.).
2. able to write and speak English well.

