

Mina George Fahmy Asaad

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Summary

Seeking a challenging position in a bank where my educational background and skills can be improved and developed.

Professional Skills

Excel
Self-learner
Communication
Ability to Work Under Pressure
Time Management
Self-motivation
Adaptability
Conflict Resolution
Team Work
Negotiation

Education

MSA University	Graduated June 2019
Bachelors of Management Sciences	
<ul style="list-style-type: none">Graduated with 2.49 GPAMajored in AccountingGraduation Project Grade: Excellent (Microfinance and its impact on financial inclusion)	
University of Greenwich	Graduated June 2019
Bachelors of Management Sciences	
<ul style="list-style-type: none">Graduated with 2.6 GPAMajored in Accounting	
Sahara Language School	Graduated June 2015
Magdy Baby Home School	Till 2012

Employment History

Banque Du Caire

Head Quarter – Nasr City – Cairo

Follow up & new products team leader

July 2022 - Today

- Authorize, approve and check all of the below daily officer's tasks.
- Handle and maintain all the internal control requirements.
- Do a daily break down for all of our department's GLs
- Follow up for all the pendings of the team.
- Update department's procedures.
- Check and calculate the monthly changes of all of the department's products to be reported to the top management.
- Manage and allocate the daily tasks on the team mates.

Follow up & new products officer (Remittance Department)

March 2020 – July 2022

- Authorized to contact foreign banks and exchange companies which we have contracts with them in the field of transfers.
- Follow up with the incoming transfers and outgoing transfers departments to be sure there's no missed action on any remittance
- Providing assistance for all the branches if there's any issue for a remittance related to the exchange companies and foreign banks sent through API digital payments to keep quality of the service and customer's satisfaction.
- Reconciling e-Finance daily reports with the GL (Taxes – Customs – Bills).
- Assisting the compliance department getting any required information for transaction related to exchange companies
- Send any draft cheques requested by the branches to our printing department to do the needful on a daily basis.
- Reconciling both draft cheques and customers cheques bills at the end of the month with our system after adding taxes to confirm that it's matching the invoice and send its claim
- Issuing swift messages (MT*99 – free formats)
- Using ACH system " Automated Clearing House " and Swift system to check the status of the transfers and provide feedback to the exchange companies
- Handling individual customer's complaints and inquiries sent through the CRM complaining system.
- Settlement of Fawry ATM service daily bills to the billers
- Reconciliation of Fawry ATM service and settlement of any wrong debited payment.
- Reconciling all Fawry's services monthly commission reports "ATM – Qahera Cash – Fawry plus – Fawry Collection" then confirm them with our authorized claim.
- Settlement of Qahera Cash Wallet service daily bills to the billers.
- Settlement and reconciliation of Fawry Collection service "BDC loan collection through Fawry's POS"
- Settlement of epayments related to governmental payments "E-Finance"
- Cooperating with branches and related parties outside Banque Du Caire to refund the incorrect transactions executed on the e-payment system till it's settled.
- Settlement and reconciliation related to Fawry plus "Collecting cash remittances through Fawry plus branches"
- Receiving and processing customer's mandates requests on core bank system and EBC system.

Employment History

BDO Esnad

HR Personnel Coordinator (Internship)

Elmerghani, Masr Elgedida - Cairo

January 2020 – March 2020

- Maintain both hard and digital copies of employees' records.
- Update the HRIS system with basic information of all new hires to be reflected on the monthly payroll
- File all new hires applications, offer letters & staff requisitions in addition to update the existing files according to the changes
- Ensure the timely and accurate update of all attendance for all employees
- Support in the preparation of all documents required for new employees' orientation job requirements

Grand Rotana Resort and Spa

HR Clerk (Training)

Elkersh Bay – Sharm Elsheikh

September 2019 - October 2019

- Assist in the administration of the recruitment process as per Rotana Standards to ensure accuracy of documentation and filing.
- Prepare all necessary documents of new joiners to ensure payroll activation and the smooth integration of the new employees to the team.
- Process administration requests efficiently to ensure Employee needs are met.
- Prepare requisitions to ensure adequate items and stationary are available for a smooth Human Resources operation.
- Assist leavers with their exit procedures to facilitate a smooth departure from the Hotel.
- File and update all Employee related documents in their personal files and HRIS, to ensure compliance with Company standards.
- Post new joiners and delete leavers from the payroll system to maintain the HRIS and payroll systems always up to date.
- Operate in a safe and environmental friendly way to protect guest's and employee's health and safety, as well as protect and conserve the environment.
- Comply with the hotel environmental, health and safety policies and procedures.

Wadi Group

HR Intern (Learning and Development Coordinator)

Sheikh Zayed City, Giza Governorate

March 2018 - June 2018

- Organize, develop or source training programs to meet specific training needs
- Develop training aids such as manuals and handbooks
- Design and apply assessment tools to measure training effectiveness
- Track and report on training outcomes
- Provide feedback to program participants and management
- Evaluate and make recommendations on training material and methodology
- Maintain employee training records
- Handle logistics for training activities including venues and equipment
- Establish and maintain relationships with external training suppliers
- Coordinate off-site training activities for employees manage training budget
- Manage and maintain in-house training facilities and equipment keep current on training design and methodology

Certificates

- Digital Transformation – EBI.
- Competency framework of the banking operations system – EBI .
- AML – EBI
- FATCA – EBI
- Financial inclusion and its impact on the economy – EBI.
- The basics of Capital Market – The Egyptian exchange
- Stock Market Simulation – MSA University.
- Sales – WADI Group at MSA University.
- PowerPoint -

Languages

English	Proficient
Arabic	Native
French	Beginner