­

**Sa’adeh Al-Jallad**



CURRICULUM VITAE

**Personal statement**

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I am passionate in developing myself and the people around. I would love to be part of a highly established company and be a driving force in making the company one of the most financially sustainable businesses in the GCC and MENA regions. I am looking for a position at an innovative company that will further develop my knowledge and skills in order to assist in achieving strategic goals and objects.

**WORK EXPERIENCE**



**CONTACT**

Mr.Jallad1

Sa-adeh-Aljallad

+972 597 158 884

**SOCIAL**

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| **Arab Islamic Bank** AIB  Tulkarm, Palestine | *Jan 2013-date* |

Held several roles:

1. As **VIP Customer Relationship (CRM) Officer** my responsibilities include but not limited to:

* Heading the service department and managing the accounts of senior businessman and companies
* Developing the CRM department in line with company objectives.
* Creation and publication of all CRM material in line with marketing plans.

1. As **Credit Officer** my responsibilities include but not limited to:

* Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans.
* Advise borrowers on financial status and methods of payments.

1. As **Customer Relationship officer** my responsibilities include but not limited to:

* Heading the deposit department in the bank and facilitating customer satisfaction in all transactions.

1. As **Bank Teller** in the Financial Service Departmentmy responsibilities include but not limited to:

* Provide account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits.
* Answering questions in person or on telephone; referring to other bank services.

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| **Training in Accounting Association**  At Nigim for Accounting in Ramallah | *Feb 2012- June 2012* |

As Marketing Assistant for this East Midlands company, my responsibilities included:

* Prepare Tax Statement and entering data in specialized accounting programs.



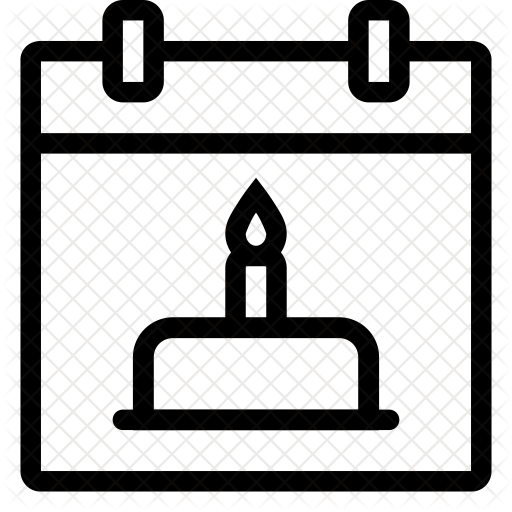
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Jordanian



Manama - Bahrain

**OBJECTIVE**

To assist in the continuous development (finacial and strategic) of the company for which I am an integral part of.

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**WORK EXPERIENCE** (continued)

**SKILLS**

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| **Intern in the Accounting Department**  Tulkarm Municipality | *March 2011 – June 2011* |

As an unpaid intern, my responsibilities included:

* Prepare Financial Statements, prioritizing tasks to achieve deadlines
* Leadership
* Appreciate the importance of Time Management and completing tasks in a timely manner
* Understand the importance of teamwork and working under pressure.
* Enjoy communicating with others and making sure the message is understood by all stakeholders.
* Love computers and have an excellent understanding of MS Office as well as other Financial Software’s.

**EDUCATION**

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| **Master in Strategic Planning and Fundraising**  Arab American University, Palestine | *2018* |
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| **BA in Accounting**  Birzeit University, Palestine | *2012* |
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| **High School Tawjihi(Distinction)**  Ihsan Samarh Secondary School, Palestine | *2008* |
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**REFERENCES**

**PROFESSIONAL CERTIFICATION**



Dr.Hisham Jabr , ALNajah National University .

Mobile: +970597202049.

**Certified Islamic Banker (CIB)** **Member** of the Academy of Marketing, 2017

**TRAINING AND COURSES**

Dr.Majed Mansour .

Arab American University Mobile: +970599676270



* **Project Management, Self-recognitions and Leadership** courses at the Palestinian Bible Society, (2011).
* **Career Guidance** training in Sharek Youth Forum in Ramallah, (2011).
* Have a good awareness of accounting programs like BISAN and ALSHAMEL.
* **Detecting Forgery and Counterfeiting** in Palestinian Banking Institute. (2013).
* **The Language of the Mentally Challenged** in Palestinian Banking Institute. (2014).
* **The Inclusive Banking Quality management** in General consulting and training. (2014).
* **Comprehensive Banking Program** for (191) hours in Arab Islamic Bank. (August 2014 – December 2014).
* **Customers Services Excellence** in ways International Institute. (2015).
* **Financial Analysis for Credit Purposes**. (2017)



Ahmmad Abu Aysheh . Arab Islamic Bank, Branch Manager

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Dr. Khuzaima Jallad. Talal Abu-Ghazaleh University Bahrain. Mobile +97366946818



**LANGUAGES**

**HOBBIES & INTERESTS**

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| **Language** | **Speaking** | **Writing** |
| **Arabic:** | Excellent | Excellent |
| **English:** | Very good | Very good |

* Walking
* Weight Lifting
* Health and Fitness
* Traveling
* Mountain biking
* Volunteering