

**MUHANNAD**

**Email ID :** [**MUHANNAD.337628@2freemail.com**](mailto:MUHANNAD.337628@2freemail.com)

**DOB : 03 July 1982**

**Languages Known : Arabic and English**

## OBJECTIVE

To work with a progressive reputable company, seeking an intelligent and hardworking professional where there is a space for career growth and development based on outstanding performance

## CAREER SUMMARY

**UAEXCHANGE (Jordan and United Arab Emirates for Exchange)**

**Branch Supervisor(Branch In Charge)**

**Period : FEB 2014 – NOV 2016**

Duties and Responsibilities:

* Develop and implement the overall strategy related to management of customers’ needs in terms of classification of accounts, action plan, marketing and promotion strategy for all services,
* Prepare reports related to fleet and corporate departments plus analysis of data in terms of quantities and models during certain time periods,
* Prepare branch budgets,
* Make some off visits with sales officers that help them to create new markets and opportunities,
* Participate in the discussion of the internal audit reports.
* Specializes in bank transfer (swift transfer) personal transfers and corporate transfer.

**Eyad Group for Food Trading**

**Accountant**

**Period: July 2012 – January 2014**

Duties and Responsibilities:

* Supervise the Financial Advisors Department,
* Participate in preparing and following balance sheet process,
* Perform necessary reconciliations for bank and other accounts,
* Audit bills and prepare documentation for payment,
* Handle auditor relations and work on the resolution of audit findings,
* Supervise / Perform governmental studies and auditing related to grants and loans,
* Prepare the annual training plan,
* Schedule training sessions with subject matter lecturers,
* Monitor the proper execution of training sessions.

**Cairo Amman Bank**

**Head of Teller and Deposit Service**

**Period: October 2004 – July 2012**

Duties and Responsibilities:

* Check all cash payments, receipts, and charges and post them as required,
* Follow up on agent’s accounts (Exposed accounts),
* Continue deposits of agents (merits, interests, deposits broke and Commissions),
* Follow up on daily activities for the teller's team and assist the branch manager to achieve department target,
* Resolve and correct problems and inconsistencies that exist in accounting records,
* Manage and coordinate the corporate account (B2B) through continuous follow up and constant contact with customers through the teller's team,
* Attract new customers in order to increase account volume and to enter new markets,
* Coordinate and ensure customer satisfaction,
* Manage Credit Cards (Visa Charge, Visa Revolving and Visa Electron) ,
* Manage Loans (Housing, Car, Retail and personal loans)

## EDUCATION AND QUALIFICATIONS

Bachelor in Accounting 2004

Al-Isra Private University (Amman, Jordan)

## TRAINING

* Certificate of Branch Manager (CBM)
* Excellent Customer Services Certificate
* International Computer Driving License (ICDL)
* Team Leader Course (Uaexchange)
* Sales Tax (Cairo Amman Bank )
* Advance of Finance Analysis (Cairo Amman Bank )
* Certificate in “Bank Insurance” (Middle East Insurance Company)
* Branch Anti Money Laundry Officer (BAMLO) (Cairo Amman Bank)
* Legal aspects of the checks- 12 hours (Cairo Amman Bank)
* MS Office; Excel / Access / Outlook- 18 hours (Cairo Amman Bank)
* Documentary Credits and Guarantees (Cairo Amman Bank )
* English Conversation (Centre of Geneva, Jordan)
* Selling and Management Courses (Cairo Amman Bank)
* Time Management (Cairo Amman Bank)