

**Mohamed El Fayoumy Resume**  
**Contact Numbers: +971509182442, +971569761770.**  
**Email: mohamedfayoumy5@gmail.com**

**Personal Details:**

Data of birth: 3 October, 1984  
Nationality: Egyptian.  
Military service: exempted.  
Marital status: Married.  
Visa status: Work Visa  
Driving license: UAE driving license

**Career objective:**

To build my professional career by dedicating all my energy, time, effort and my academic studies in a good organization that might need all that and to give me an opportunity to learn.

**Professional history:**

**Al fardan Exchange Company**

**Job title:** Branch Manager, Abu Dhabi

**Period:** from August 2016 till present

**Reporting to:** cluster manager

**Duties & Responsibilities:**

---Supervise and managing the operation officers and teller (Daily operation routine work, attendance, leaves, complains).  
---Handle all transactions local and international.  
---Handle all currency exchange.

**Emirates National Bank of Dubai – Cairo / Egypt**

**Job title:** Head of Teller--- Operation Department

**Period:** From July, 2007 till July 2015

**Reporting to:** Operation Manager – Branch Manager

**Duties & Responsibilities:**

**Operational process:**

--- Handling all the Operations transactions (Cash & Non Cash transactions – internal & external transfer, issuing bank draft, issuing all kind bank certified cheques, handling all kinds of form 4 and settlement)

---- Handling and supervise the daily face to face customer & client's relation issues (Customer relation).

--- Handling all the deferent payment orders and transactions between all ENBD branches.

--- Responsible for the Cash issue \ (Main vault shipments, internal and external Shipments).

--- Responsible for all Purchasing orders (fixed assets, stationary, drafts).

--- Reporting Modules (Daily cash inventory report, Client status report, CBE report)

#### **Supervisor Process:**

--- Handling and managing all the security issues related to the branch.

--- Supervise and managing the operation officers and teller (Daily operation routine work, attendance, leaves, complains).

--- Handling all the issues related to the Facility Management **FM**

#### **Projects Handled**

Cost reduction deal:

I was very successful to reduce cost for the shipment of the coins in my branch which saved money, as the branch will receive amount of 150000 LE coins against shipment cost, which mean (the branch have target to receive monthly coins' shipment and he have to finish this amount during the month against all his money shipment will be free of cost) to achieve more cost reduction from the branch monthly budget.

### **Intercontinental resort taba heights**

**Job title:** Receptionist

**Period:** From May, 2006 till Jun 2007

**Reporting:** Front Office Manager

#### **Duties & Responsibilities:**

--- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.

--- Directs visitors by maintaining employee and department directories; giving instructions.

--- Maintains security by following procedures; monitoring logbook; issuing visitor badges.

--- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.

--- Maintains safe and clean reception area by complying with procedures, rules, and regulations.

--- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

--- Contributes to team effort by accomplishing related results as needed.

### **Swishes advertising agency**

**Job title:** Marketing Representative

**Period:** From Oct 2004 till March 2006

**Reported:** General Manager

#### **Duties & Responsibilities:**

--- Marketing planning

--- Responsible for the entire sales contract

--- Follow the receivable payments

**Education:**

**B.sc. of** computer science & information system from advanced academy

**Graduation year:** July 2005

**Project:** Grade: excellent (constructed website about dream land)

**Secondary School:** Elhorya School

**Professional skills:**

Computer Skills	Courses
Windows	Super Teller
Ms Office	Money laundry
Ms FrontPage 2003	Time Management
Adobe Photoshop	Cash Auditing
Atlas 2	
Ultimate service profile	
English (British council)	

**Language skills**

- **Arabic:** Mother Tongue

- **English:** Good

**Special skills**

- Experience in FX and currency change
- Ability to manage stress and pressure effectively.
- Ability to meet tight dead line and make things happens.
- Ability to work for long time and in shift.
- Good presentation and negotiation skills.
- Self confident.
- Flexible and adaptable
- Ambitious & enthusiastic & dynamic.
- Team working.
- Cooperative - willing to learn - admires challenge.

**References:**

Available upon requested.