

## RABEE RAJOUB

Al Barsha, Dubai, UAE

+971508753149 | [rabea.rajjoub99@gmail.com](mailto:rabea.rajjoub99@gmail.com) | [www.linkedin.com/in/rabee-rajoub](http://www.linkedin.com/in/rabee-rajoub) |

### PROFILE

Business Administration graduate who is energetic, self-motivated, and trustworthy. I am a responsible team player who can easily adjust to any problematic circumstances. I can operate well both independently and in a collaborative setting. I can stay on task and meet deadlines even when under pressure.

### EXPERIENCE

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**Al Ansari Exchange, Dubai, UAE** 12/2022 present

#### Remittance clerk

- Processed and recorded a high volume of remittance transactions accurately and efficiently, resulting in increased customer satisfaction and trust in the company's services.
- Identified and resolved issues related to remittance transactions, resulting in a decrease in transaction errors and delays.
- Implemented new procedures for recording and verifying remittance transactions, resulting in improved efficiency and accuracy of the remittance process.
- Successfully completed training on banking and financial services regulations, ensuring compliance with applicable laws and regulations in all remittance transactions.
- Developed and maintained positive relationships with customers, resulting in repeat business and referrals to new customers.
- Assisted in the implementation of new remittance software systems, resulting in improved processing times and a more streamlined remittance process.

**Riyadh Private Mill, Homs, Syria** 06/2021- 09/2022

#### Administrative Accountant

- Analyse financial information to assist business profitability and growth.
- Created Excel reports detailing accounts payable and receivable for the manager and CFO on a bi-weekly basis.
- Managed all Accounts Payable, including processing invoices and issuing payments in a timely manner.

**Khawaja Khalil, Homs, Syria** 04/2019 - 03/2021

#### Accountant

- Summarises current financial status by collecting information.
- Preparing balance sheets, profit and loss statements, and other reports.

**Shabab AL-Khair Society, Homs, Syria** 01/2019- 03/2019

#### Account Assistant

- Processing payments and invoices accurately and within expected periods.
- Verifying financial statements, ledgers, and accounts and making corrections where appropriate.

**Homs Mall, Homs, Syria** 03/2018-01/2019

#### Sales Representative

- Coordinated the team's sales efforts, resulting in a 10% increase in sales.
- Successfully negotiated with customers, leading to a 5% increase in customer satisfaction.
- Successfully closed large deals, totalling over \$10,000 in revenue.

### EDUCATION

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**Al Baath University, Homs, Syria**

2017- 2022

*Bachelor of Business Administration*

### SKILLS

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**Technical Skills:** Excel Advanced, Google Sheets, R programming, Python, SQL, Tableau, Cognos

**Data Analysis,** Accounting, BI, reporting, sales, and data modelling.

**Languages:** Arabic, English