

Mohamed Osman Abdelaal



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Objective

Passionate a career on banking field that fits my abilities and experience to improve my skills and develop alongside the organization

Education:

Bachelor degree of commerce, Suez Canal University

Graduated: June 2019

Grade: Good

Experience

➤ **Teller at AL-Ahly Exchange Company**

(Duration: Sep 2022 – Present)

- Exchange customers money for foreign currency or local currency.
- Investigate thoroughly any differences in balancing and reconciliation of cash and other security items by following the standard process of checking/scrutiny/investigation as outlined in Branch standard operating procedure manual
- Informing customers about bank products and services.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Handle customer requests efficiently and raise any problems to the Head Teller/Operation Supervisor in order to meet customer satisfaction & to reach customer delight.

➤ **Accountant at Al Tadamun Microfinance Foundation**

(Duration Nov 2021 till Aug 2022)

- Collecting and analyzing financial and accounting data
- Documenting movements, financial records, purchases and sales movements
- Preparing periodic financial tables and accounting books
- Maintaining backup copies of financial records
- Preparing the audit budget every month
- Providing financial information to the concerned administrators
- Maintaining the confidentiality and privacy of financial information
- Entering data and information into computer systems, such as financial documents, records, bills of exchange, and all different accounts.

➤ **Branch manager at Torino company**

(Duration: Feb 2016 till Dec 2019)

- Communicate with clients to address complaints and provide appropriate solutions.
- Discover sales opportunities through consumer studies and research.
- Presenting and presenting the products and services available to potential clients.
- Participate in promotional events such as trade fairs, etc. to develop customer relationships.
- Evaluate sales performance and measure performance indicators.
- Monitor and control competition within the designated area.
- Preparing and submitting reports to the sales department

Courses

- Banking ADIB Scholarship (July/2017)
- Microsoft office (Word - Excel - PowerPoint) (Self-learning)

Scholarship

- ADIB job placement training program – duration (July 2017)
 - Business skills
 - Career direction.
 - Labor law
 - Business English
 - Pronunciation
 - Microsoft skills
 - Financial literacy

Skills

Computer skills

- Advanced level in Microsoft office (Word - Excel -PowerPoint)
- Advanced level in email communication (outlook)

Language

English : Excellent in Writing, Reading, Speaking and Listening

Arabic : Mother tongue

Personal Skills:

- Time management
- Work under stress
- Communication and presentation skills
- Eager to learn
- Hard worker and fast learner
- Able to work individually or on a team

Personal Information:

Date of Birth: 22, Sep , 1997

Military status: Completed

Marital Status: Married.