

Mahmoud Alkhatib

Logistics Management with Bank & Front Office Experience.

Graduated from AAST, affiliated to the League of Arab States, with a specialization logistics, a former bank teller in Syria Gulf Bank, a customer relationship officer assistant in bank of Jordan Syria & a FCY cashier in Alansari EX (Dubai) , in addition to working in trade for several years with good experience in social relations and administrative work .



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Dubai, United Arab Emirates

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WORK EXPERIENCE

FCY Cashier

Alansari Exchange

01/2022 - 06/2023

Dubai / United Arab Emirates

Responsibility/Tasks

- Attends to customer inquiries on foreign exchange rate, remittances, process cash transactions from clients in national and foreign currencies, promotions and other services, Provides a positive customer experience with fair, friendly, and courteous services.

Customer Relationship Officer assistant

Bank of Jordan Syria

04/2021 - 11/2021

Tartus/Syria

Responsibility/Tasks

- Meeting with and interviewing corporate and personal customers, discussing their financial requirements and providing appropriate financial advice, preparing lending agreement , and writing reports

Web : <https://www.bankofjordansyria.com>

• Teller

Syria Gulf Bank

08/2020 - 03/2021

Tartus/Syria

Responsibility/Tasks

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Packaging cash and rolling coins to be stored in drawers or the bank vault
- Tracking, recording, and reporting information related to transactions.
- Handling currency, and confidential information in a responsible manner.
- Using software to track bank information and generate reports.

• Partner & Dealer

Antaradus for Information and Communication Technology (ICT)

12/2012 - 05/2019

Tartus/Syria

Achievements

- Promoted a good communication with customers.
- Have a good knowledge of cell phones hardware & software.
- Achieved a good percentage of sales over time.

Web : <http://www.antaradus.net/>

EDUCATION

• Bachelor in International Transport & Logistics (CITL)

University : Arab Academy For Science, Technology & Maritime Transport \ Lattakia

2008 - 2012

Lattakia/Syria

Graduation Average :

- 77.5%

SKILLS

Able to work under pressure within a team work.

Public Speaking

Communication

Flexible

Discipline

Problem solving

Microsoft office programs

LICENSES

UAE Driving license (12/2022 - Present)

SYRIAN Driving license (Present)

CERTIFICATE

Anti-Money Laundering Training

Advanced Anti-Money Laundering Training

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Professional Working Proficiency

INTERESTS

Playing & watching Football

Swimming

Mentoring or coaching

Travelling

Cooking