

## EXPERIENCE

### Accountant Amer

Dubai

*Achievements/Tasks*

- Financial forecasting and risk analysis.
- Consulting to reduce costs and increase profits.
- Compilation and presentation of financial and budget reports
- Auditing financial documents and procedures
- Calculating tax payments and returns.
- Preparing, examining and analyzing a company's accounts, financial records and other financial obligations to ensure compliance with financial reporting and other standard procedures
- Reconciling bank statements

### Casher and Teller Al Fardan Exchange

Dubai

*Achievements/Tasks*

- Provide outstanding customer service, receiving 96% in customer service feedback surveys
- Carry out smooth and error-free transactions within the branch, ensuring all activities are completed within timescales and with a high degree of accuracy
- Manage and handle the cash / cheque transactions at the counter and ensure the delivery of quality service to customers while adhering to operational controls and avoiding cash excesses and shortages

### Casher and Teller UAEEXchange

Dubai

*Achievements/Tasks*

- Responsible for providing professional services to customers , as wells as contributing to the success of the department through achieving personal sales goals.
- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.

## SKILLS

Work under pressure

Self motivated

Time management

## LANGUAGES

English

Full Professional Proficiency

العربية

Native or Bilingual Proficiency

## EDUCATION

Faculty of arts

## EXPERIENCE

### Branch Incharge Dubai Library Distributors

Dubai

*Achievements/Tasks*

- Managing and overseeing branch personnel, supervising branch operations, and ensuring efficient operation on a day-to-day basis.
- Improving productivity and streamlining branch activities to maximise results and achieve peak performance levels.
- Read administrative reports and share the stated goals with employees

### Team leader Vodafone

*Achievements/Tasks*

- Check all open requests and close successfully and clear all invalid requests and check Daily Cash and arrange financial reports
- Read administrative reports and share the stated goals with employees
- Check current stock according to inventory reports in our logistic programs and coordinate with our logistic team to send us what we need
- Providing pricing and delivery information and promoting sales, creating invoice, Processing in software CCAT, Sebile, WinCash ,