



# Mohammad Amireh

محمد محمود عبداللطيف عميره

Bank Teller and Money  
Exchange Cashier

+962791072305

m\_amireh@hotmail.com

88 Umm Al Usoud St. **Dahyet Al Yasmeeen,**  
**Amman,** Jordan

linkedin.com/in/mohammad-  
amireh-sts

## S U M M A R Y

An experienced Bank Teller and Money Exchange Cashier that seeks a position at a financial institution where can maximize the **8 years of experience** and knowledge of banking practices.

passion for providing outstanding customer service to serve clients in a professional and friendly manner while maintaining high levels of accuracy and efficiency under pressure.

self-motivated, ambitious and eager to learn, An enthusiastic, responsible individual with strong communication skills.

## E X P E R I E N C E

01/2023 - Now

### Self-employed

Sanfeena Stationery & E-Services - Amman, Jordan

Owner a Small Business

01/2021 - 08/2022

### Self-employed

Randevu Cosmetics - Amman, Jordan

Owner a Small Business (Online Shop).

02/2020 - 07/2020

### Remittance and Foreign Currency Cashier

Al Rostamani International Exchange - Dubai, UAE

- Buying and selling foreign currencies.
- Send and receive remittances, Paying salaries (WPS).

09/2017 - 04/2019

### Senior Foreign Currency Cashier

Al Ansari Exchange - Dubai, UAE

- Send and receive remittances, Paying salaries (WPS).
- Bill Payments and Cash collection.
- Buying and selling foreign currencies.
- Attend telephone calls, open WPS accounts, open National Bonds accounts.

04/2016 - 12/2016

### Remittance and Foreign Currency Cashier

Al Alami Money Exchange - Amman, Jordan

- Buying and selling foreign currencies.
- Send and receive remittances.

04/2015 - 01/2016

### Bank Teller

Jordan Commercial Bank - Amman, Jordan

Cash cheques and payout money receive cheques and cash for deposit, count currency, coins, and cheques received, in order to prepare it for deposit or shipment.

08/2013 - 04/2015

### Assistant Branch Manager

Musharbash Money Exchange - Amman, Jordan

- Examines Teller's reports of daily transactions for accuracy, trains employees in customer service and Money Exchanging procedures.
- Adjusts customer complaints.
- Monitor daily ongoing market currency rates and decide the buying and selling rate to ensure maximum profitability for the company safeguarding customer service intact.
- Buying and selling foreign currencies from customers and from other exchange houses or financial institutions.

EDUCATION

2011	Banking Operations Arab Bank College Internship 6 Months Program Training and practicing all bank daily operations (Credit & Debit Cards, Loans, Opening new accounts, KYC, Compliance, Banking laws and regulations)
2011	Finance and Banking Science Al-Balqa'a Applied University Bachelor's degree Grade : 2.30 / 4
2007	Management Information Systems Stream Hunain Secondary School High School Grade : 80.8 / 100

CERTIFICATES

11/2018	Advance Customer Service and Business Telephone Etiquette - <b>Al Ansari Exchange Dubai, UAE</b>
08/2018	Advanced Anti Money Laundering - <b>Al Ansari Exchange Dubai, UAE</b>
08/2018	Advanced Prevention of Fraud and Counterfeit Money - <b>Al Ansari Exchange Dubai, UAE</b>
12/2017	Orientation to Anti Money Laundering - <b>Al Ansari Exchange Dubai, UAE</b>
09/2017	Prevention of Fraud and Counterfeit Money - <b>Al Ansari Exchange Dubai, UAE</b>
09/2013	Anti Money Laundering and Terrorism Financing - <b>Musharbash Money Exchange Amman, Jordan</b>
07/2012	Intensive Course in English Language (Intermediate Level) - <b>The British Council Amman, Jordan</b>

SKILLS

Mathematics & numeracy	Expert	Staff Management	Intermediate
Cash handling	Expert	Remittance Processing	Expert
Currency packaging	Expert	Remittance Systems	Expert
FC Exchange Knowledge	Expert	AML investigations	Expert
Upselling Skills	Advanced	Banking Laws & Regulations	Advanced

LANGUAGES

Arabic	Native	English	Fluent
--------	--------	---------	--------