

Cv Hytham Mohammad Ahmad Albaw

Personal Information:

Date and place of Birth:

29/3/1988, Saudi Arabia

Nationality: Jordanian

Address: Dubai -albarasha area.

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Education: bachelor's of Accounting at the University of Applied Sciences and graduated in 2013.

Experiences Brief :

Jordan Ahli Bank Since 09/03/2014 to 31/07/2018 in centralized Customers Data –operation Group and Group of branches management and banking services.

Current job title: **teller** since 09/03/2014 to

01/06/2014. **Customer service** since

01/06/2014 to 01/01/2015 **Operation officer**

since 01/01/2015 to 31/07/2018

1. Studied the customer file in legal cases as the procedures depended at Jordan ahli bank.
2. Closing accounts At- t24 core system .
3. Remove dormant accounts at- T24 core system .
4. Put restrictions and remove at- T24 core system .
5. Introducing customer signatures.
6. Convert a product to another product.
7. Placing a reservation signal on the accounts maintained.
8. Full knowledge of the policy and procedures of the bank.
9. Full knowledge of the bank's products
10. Full knowledge of the procedures of the Central Bank.
11. Extract the necessary reports on all types of accounts.
12. Find potential customers.
13. To meet the demands of branch and branch customers with the required speed and accuracy with respect to the following services (deposit and cash withdrawal in different currencies, bill payment, tax payment, issuing bank checks accepted, payment of cash transfers, buying and selling foreign currencies.
14. Knowledge of kyc instruction.

Functional tasks:

1. Open accounts of individuals, companies or joint accounts or guardianship accounts and State accounts for minors. And Update accounts and Link accounts.
2. Opening deposit accounts and fixing *interest* rates
3. I have a distinctive style of writing reports in terms of style and selection of colors and presentation methods by the testimony of managers, colleagues and clients who worked alongside them

Courses:

1. Advanced skills in Ms Excel 2/2021.
2. Anti Money Laundering 8/2017
3. Compliance Code for External Computing 8/2017
4. Financial Crimes, Corruption and Fraud 8/2017
5. Solving a problems and making decisions skills 2/2021.
6. Introduction to regulatory compliance 11/2017
7. Regulatory Compliance and Aml 1/2018.

8. Regulatory compliance and decision making 1/2018
9. Training course in English language in Columbus state community college in USA 12/2018.
10. Communication skills certificate 2/2021.
11. The emotional intelligence and community skills certificate 2/2021.
12. Time management skills certificate 2/2021.
13. Accounting and financial management 3/2021.

Skills:

- . The computer: Very good perfected computer programs Microsoft Office Word, Microsoft Office PowerPoint, Microsoft Office Ms excel, T24 system global Bank.
- . Communication skills.
- . time management skills .
- .Excellent interpersonal skills.
- .solving a problems skills.
- .data entry skills.
- .The emotional intelligence skills.
- . Check of fake money skills.
- . Persuasion and negotiation skills.
- . Attention for details.

Objectives : I have flexibility, fast learner,work under pressure, motivated

Languages: English Language good and Arab is a very good.

REFERENCES:
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