

Experienced Banker with +5 Years of work experience. Best Employee by year 2021 along with my previous job as Credit Administrator.

Demonstrated problem-solving & Time Management skills with a satisfactory background in Data Analysis, Web Development & Web Design.

Dubai, United Arab Emirates (UAE)

linkedin.com/in/ahmed-bahr

github.com/ahmedb-21

WORK EXPERIENCE

Search Engine Evaluator (Part Time)

Appen Inc.

09/2019 – Present

Improving Artificial Intelligence Systems

Achievements/Tasks

- Analyzed quality of online search results and users' experience With searching.

FATCA CRS Consultant Compliance Group.

Dubai Islamic Bank D.I.B PJSC

10/2023 – 01/2024

Dubai, United Arab Emirates (UAE)

Achievements/Tasks

- Performed Outbound calls to customers for completing the FATCA/CRS forms.
- Informed customers on FATCA/CRS requirements.
- Ensured capture data from FATCA/CRS forms to system is accurate.
- Maintained records of calls performed to customers.
- Followed up with customers on submitting the FATCA/CRS forms.
- Monitored and assessed the risks associated with customers or products.
- Coordinated with relevant teams for FATCA/CRS related activities.
- Supported the Team Leader with projects/deliverable to meet deadlines.
- Collected FATCA/CRS forms and capture in Bank system.

SMEs Credit Control Officer.

MSMEs Development Agency MSMEDAEG Presidency of the Council of Ministers Egypt

08/2022 – 08/2023

Giza, Egypt

Achievements/Tasks

- Revised and executed all conditions within the credit approval pre-disbursement of the credit facility which, will be disbursed to the credit clients – Medium or Small Enterprises– later. Also, with the revision of all cases' Liability Documents. *Including: Deferral of Credit Indebtedness Cases, Cases of Direct Lending Credit Clients, Credit Debt Restructuring Cases, Rescheduling Credit Indebtedness Cases.*
- Undertook a periodic review of any outstanding loan with a corrective action –If Required–.
- Prepared periodic reports (Weekly/Monthly/Quarterly) and presented to the Department's head. Along with a summary of any outstanding activities and its action plan to be completed.
- Performed a regular checkup of client's data accuracy. Including/Pertaining: Their outstanding balances, Upcoming loan installments –principle & interest– and past payments. In CO-operation with the regional Offices for any future required modifications.
- Handled a weekly check up on the insurance policies and its maturity dates. Therefore, its renewable process could be begun before the ending its maturity dates.
- Secured a successful credit line for multiple partners "Non-Governmental Organizations (NGOs) & Banks" with ensuring all the contracted terms & conditions for fund disbursements. Side to side, with redeployment of unused funds.
- Replaced many guarantors for many credit cases according to credit committee approval and client request.

WORK EXPERIENCE

Credit Administrator.

Absolute Financial Advisors A.F.A Egypt L.L.C.

01/2021 - 02/2022

Achievements/Tasks

- Operated many phone calls to the pending clients on a daily basis.
- Compiled all the clients' proper documents: Company's legal documents, Company's/Organization's activity sheets, the official financial statements and Banks' Statements of account.
- Prepared clients' follow-up reports on a monthly basis to the top Management.
- Extracted monthly official letters to pending clients in Co-operation with the legal department, which inform them with their missing documents according to the AFA's official documents check list.
- Organized multiple meetings with Relationship officers, managers and the top management to discuss about the latest updates

Corporate Credit Admin. and Control

MID Bank S.A.E

01/2018 - 01/2020

Achievements/Tasks

- Executed multiple credit approvals for specific branches according to the Standard Operations Procedures.
- Collaborated with legal department to create contracts of credit facilities.
- Achieved all guarantees, which all mentioned in the credit approval.
- Informed all the progress to Credit Follow-up team after all demanded papers were met.
- Operated multiple credit tickets, when documents were signed
- Acknowledged multiple new clients to the Central Bank of Egypt.

Operations Support Coordinator

Commercial International Bank C.I.B Egypt

12/2016 - 01/2018

Achievements/Tasks

- Executed accurately multiple Financial and Non-Financial Customer Requests (Fund Transfer, Collection Cheques, Stop Payment Cheques, Inheritance Cases) same day of Receiving.
- Accomplished properly sending of all Contingent documents or Customer's documents or customer requests as Outgoing Transfers to the Central Operations for Execution on Same Day before the Agreed Cut Off-time.
- Operated the custody of security items at the branch (Credit Cards, Debit Cards, Cheque Books etc...) with accurate reconciliation and daily balancing of security items.
- Made timely reporting and rectification of all transactions (exceptions, deviations and errors) at branch level.
- Achieved the compliance requirements / mandates to meet both the internal and the regulatory requirements.

EDUCATION

Bachelor of Business Information Systems.

Helwan University

09/2012 - 08/2016

3.32 / 4.00 GPA "Very Good with Honors"

SKILLS

- | | | | |
|---------------------|-------------------------|---------------------|-------------------|
| . Analytical Skills | . Negotiation | . Critical Thinking | . Problem Solving |
| . Detail Oriented | . Empathy | . Collaboration | . Multitask-er |
| . Due Diligence | . Knowledge of Industry | . Time Management. | |

CERTIFICATES

Corporate Finance Institute (CFI) Vancouver
Financial Modeling and Valuation Analysis (FMVA®)
"ALX Africa Scholarship" (09/2022 - 11/2022)

Financial Modeling & Valuation Analysis (FMVA®): is an International world-wide accredited certificate which, I can learn financial modeling skills, streamline a budgeting and forecasting process, or improve competency levels across the entire accounting and finance spectrum. Also, it provides all the skills, tools, and techniques required to become a world-class financial professional.

CERTIFICATES

Crisis Management “Know how to...in a crisis”
(01/2021 – 01/2021)

European Bank for Reconstructions Development (EBRD) The EBRD Know How Academy.

Data Analysis Nanodegree Scholarship Professional Track. (06/2020 – 03/2021)

Future work is a digital initiative powered by Ministry of Communications and Information Technology (MCIT), Information Technology Industry Development Agency (ITIDA) Udacity.

The Related Crimes to the Banking Operations
(08/2019 – 08/2019)

Egyptian Banking Institute

Duties of Credit Administration Follow up Department (03/2019 – 03/2019)

Egyptian Banking Institute

Legal Forms of Companies (According to the Egyptian Law) (01/2019 – 01/2019)

Egyptian Banking Institute

Principles of anti money laundering
(11/2016 – 11/2016)

Egyptian Banking Institute

Soft Skills and Project Management.
(11/2020 – 11/2020)

Digital Egypt Youth Program National Telecommunication Institute (NTI).

Problem Solving using the Blue Ocean Strategy (Soft Skills) (09/2019 – 09/2019)

Egyptian Banking Institute

Credit Department Contracts and Guarantees
(04/2019 – 04/2019)

Egyptian Banking Institute

Introduction to Check Provisions (02/2019 – 02/2019)

Egyptian Banking Institute

Introduction to Trade Finance (11/2018 – 11/2018)

Egyptian Banking Institute

HONOR AWARDS

Certificate of Appreciation: Absolute 2021 Best Employee (02/2022)

Absolute Financial Advisors (AFA) Egypt L.L.C.

AXA Certificate of recognition: Top Achievers Batman
EGP 24000 Issued API (09/2017)

AXA's Recognition for selling medical insurance Policies CIB.

Certificate of Excellence: Best Employee of the Month
(October 2021) (11/2021)

Absolute Financial Advisors (AFA) Egypt L.L.C.

PROJECTS:

Data Wrangling, Analyzing & Cleaning Wuzzuf Job Posts and Applications "2014, 2015 Database" (08/2022 – 09/2022)

- **Participate in a team to filter the data base of 'Wuzzuf Job Posts and Applications 2014 & 2015' up Basharsoft S.A.E (Creator of WUZZUF and Forasna) Egypt**

LANGUAGES

Arabic

Native or Bilingual Proficiency

German

Elementary Proficiency

English

Native or Bilingual Proficiency