



Ayman Mansour

Accounts Assistant & Head Cashier

A well-presented, industrious and highly personable individual who has extensive in-depth experience of the entire banking industry. Possessing a huge range of abilities from providing support and leadership to junior staff right through to being able to successfully sell the money, credit and products of a bank. Able to gain the trust of customers by interacting with people from all backgrounds. Also having a proven record of contributing to the profitability of previous employers by generating income and revenue growth.

Address: Dubai | **Phone:** +971 569068494 | **Email:** mansobasha@hotmail.com | **DOB:** 1992 | **Visa Status:** Visit Visa | **D/L:** Yes

Experience

Accounts Assistant - 01/2023 to 04/2024

Nile Medical International Cairo Egypt.

- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals Review .
- Invoice processing and filing.
- Bank reconciliation.

Head Cashier - 01/2020 to 12/2022

Al Rostamani International Exchange Dubai, UAE.

- Monitor a large scale of foreign exchange functions and operations within the banking environment, this will include all transactions and remittances within the field.
- Review reconciliation sheets and ensure that all sheets are balanced accordingly to the regulations and laws of the industry and bank.
- Manage the research on both foreign and domestic markets, with the use of fundamental and technical analysis.

Head Cashier - 04/2017 to 10/2019

Al Neel Exchange Exchange Dubai, UAE.

- Looking after the short-term and long- term funding requirements of business clients and individual customers.
- Building relationships with high-net-worth individuals.
- Answering any financial and banking queries.
- Providing advice on investments.
- Working closely with small and medium sized businesses.
- Managing and monitoring the performance of Exchange employees.



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Teller - 04/2016 to 04/2017

Redha Al Ansari Exchange, Dubai UAE.

- Transferring Money and Change Foreign Currency More Than 150 Transactions Per Day.
- Know Your Customer (KYC) & Enhanced Due Diligence & Enhanced Due Diligence, Anti-Money Laundering & Combating Financing of Terrorism.
- Provide the Best Possible Customer Service, Responding to All Clients.
- Currency Exchange, Issue Drafts, Electronic Bank Transfer, WPS Services
- Credit Card Payments & Cash Advance, Instant Cash Global Money Transfer.
- Western Union Money Transfer, National Bonds Deposit, Du & Etisalat Services.
- Foreign Politically Exposed Person & Shell Companies.
- Compliance Officer & UAE Laws and Regulation.

Sales Representative Management of CR – 12/2014 To 02/2016

National Bank of Egypt (NBE), Cairo Egypt.

- Organizing Sales Visits.
- Establishing New Business.
- Negotiating Contracts and Packages.
- Attending Trade Exhibitions, Conferences and Meetings.
- Demonstrating and Presenting Products.
- Aiming to Achieve Monthly or Annual Targets.

Sales Executive – 01/2019 To 10/2010

Vodafone, Cairo Egypt.

- Prepare Product or Service Reports by Collecting and Analyzing Customer Information.
- Identify and Assess Customers' Needs to Achieve Satisfaction.
- Meet Personal/Team Sales Targets and Call Handling Quotas.
- Greet Customers Warmly and as Certain Problem or Reason for Calling.
- Suggest Solutions When a Product Malfunction.
- Work with Customer Service Manager to Ensure Proper Customer Service Is Being Delivered



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Education

Bachelor of Commerce: **Accounting Department** – 2013
Ain Shams University, Cairo, Egypt

Skill Highlights

- Strong Decision Maker
- Complex Problem Solver
- Recruitment and Selection
- Service- Focused
- Active Listening

Languages

- **Arabic:** Mother Tongue.
- **English:** Excellent.

Certifications

- **Marketing Course** from Swiss E-learning
- **Management Business Administration (Mini MBA)** From American University at Cairo, Egypt
- **Management Business Administration (Mini MBA)** From Ain Shams University at Cairo, Egypt
- **Anti-Money Laundering** from Thomson Reuters at AL-Neel Exchange at Dubai, UAE
- **Human Resources Management and Career Development** from Educators Consultancy at Dubai, UAE
- **Detection of Forgery of Signatures and Documents** from Educators Consultancy at Dubai, UAE
- **Training Session On "Fraud & Counterfeiting"** From FERG at Dubai, UAE
- **Training Course On "Fraud Prevention "**from Thomson Reuters at Al Rostamani International Exchange at Dubai, UAE.
- **Training Session On "IT Security"** from Al Rostamani International Exchange at Dubai, UAE.
- **Training Course On "Financial Crime (Middle East) "**from Thomson Reuters At Al Rostamani International Exchange at Dubai, UAE.
- **Training Session On "Anti-Fraud Framework "**From Al Rostamani International Exchange Dubai, UAE.
- **Training Session On "Risk Management Framework "**From Al Rostamani International Exchange at Dubai, UAE.
- **Training Session On "AML & CTF "**From Al Rostamani International Exchange at Dubai, UAE.