

AMIR RYAD

Exchange Teller

Summary:

Highly motivated and detail-oriented professional with a Master's degree in audit and a Bachelor's degree in accounting. Over three years of experience in accounting, finance, and banking, with a proven track record of delivering superior customer service and financial management. Demonstrated expertise in handling financial transactions, preparing detailed reports, and ensuring compliance with regulatory standards. Adept at advising clients, supporting daily banking operations, and collaborating with team members to achieve organizational goals. Seeking to leverage my skills and experience to contribute effectively to a dynamic financial institution.

Skills:

- Skilled in developing and presenting financial reports, analyzing accounting needs, and proposing tailored solutions.
- Experienced in payroll processing, accounts receivable management, budgeting, and bank reconciliations.
- Proficient in advising customers on a wide range of bank products and services, enhancing their overall banking experience.
- Knowledgeable in audit methodologies, regulatory requirements, compliance, and internal controls.
- Identified and addressed control gaps, making recommendations to enhance operational efficiency and accuracy.
- Worked effectively with team members and management to improve service delivery, streamline banking processes, and ensure customer satisfaction.
- Utilized advanced accounting software (e.g., QuickBooks, SAP) and banking systems for document preparation, financial analysis, and reporting.
- Assisted clients and management in resolving accounting errors, financial discrepancies, and operational issues.
- Demonstrated expertise in financial transaction management, cash handling, and ensuring adherence to AML (Anti-Money Laundering) regulations.
- Conducted thorough financial audits and assessments, ensuring compliance with established internal controls and regulatory requirements.
- Developed strong relationships with clients, understanding their financial needs and providing personalized banking solutions.
- Strong analytical and problem-solving skills, with a focus on identifying issues and implementing effective solutions.

Experience:

Accountant – Al Qabdah Al Dhahabih General Trading, Dubai (Jan 2023 -present)

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Used advanced software to prepare documents, reports, and presentations.
- Evaluated and improved financial records to make important business decisions.
- Built and deepened productive relationships with prospective and competitive customers to drive sustained growth.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.

Finance and operations Manager – Kayalar Kimya, Algeria (Apr 2022 – Sep 2022)

- Developed and presented financial reports analysing clients' current accounting needs and proposing viable solutions.
- Worked with clients and CFOs to resolve problems involving accounting errors, financial trouble, or account management.
- Assists managers and associates in loss prevention and maintaining proper inventory
- Monitor and ensure good stock management

Junior Accountant – Public Accountant, Algeria (Nov 2020 – Apr 2022)

- Worked under the certified public accountant head of the department to handle tasks such as payroll and accounts receivable
- Completed accounting tasks such as contributing to financial reports, calculating payroll, and entering financial data.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.

Internships:

Audit Assistant – The National Department of Finance, Algeria (Oct 2021 – Mar 2022)

- Developed a solid understanding of audit methodologies and regulatory requirements.
- Interacted with key client management to gather information and resolve audit-related problems.
- Assisted in conducting financial audits, ensuring compliance with established internal controls.
- Evaluated financial and operational systems for efficiency and accuracy.
- Made business and process improvement recommendations to enhance organizational performance.

- Prepared detailed audit reports and presented findings to senior auditors and management.
- Collaborated with team members to identify and address potential risks and discrepancies.

Banking Assistant – External Bank of Algeria (BEA), Algeria (Oct 2021 – Mar 2022)

- Advised customers on bank products and services, providing detailed information to help them make informed decisions.
- Supported the daily operations of the bank, including handling customer inquiries and processing transactions.
- Collaborated with team members to improve service delivery and streamline banking processes.
- Maintained accurate records of customer interactions and transactions, ensuring compliance with bank policies.
- Contributed to various projects aimed at enhancing the customer experience and operational efficiency.

Education:

Master II Accounting and Auditing, Algiers 3 University – Algeria

(Sep 2020 - Jul 2022)

Bachelor Management and Accounting, Algiers 3 University - Algeria

(Sep 2017 - Jul 2020)

Languages:

English, Arabic, French.

Contact:

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