

Ahmed Mahdy Abd-Elghany khalil  
 Giza-Egypt  
 Male  
 Now Im living in United Arab Emarites 📞 :+971581276016  
 ✉️:ahmadmahdy1976@gmail.com

#### Education&Certificate

Bsc.of Arts	2002
Cairo University.Egypt	
Mini MBA	2010
Knowledge Academy in Cairo , Egypt	
Recruitment,HRplanning,Training&Development,Benefits&compensation	

#### Career History

December2018–October2021

Teller

At Misr Arabia Exchange Company

- 1- Receive cash from treasury manager for starting of shift.
- 2- Count the received cash in the drawer at the start of shift.
- 3- Counting and sorting cash and foreign currency.
- 4- Quote unit exchangerates, following daily international rate sheets or computer displays.
- 5- Answer questions from customers about rates, cash and foreign currencies.
- 6- Taking note of currencies that need to be ordered and reporting to the treasury manager.
- 7- Purchase and sell of foreign currencies and Arrange currencies received in cash boxes according to denomination.
- 8- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- 9- Collect cash against receipt vouchers.
- 10- Complying anti-money laundering and terrorist financing policy & procedures.
- 11- Count currency and cash received by hand or using currency-counting machine, in order to prepare them for deposit or delivering cash and foreign currencies to the treasury manager.
- 12- Count the cash in drawer at the end of shift and make sure the amounts balance.
- 13- Balance currency and cash at end of shift, and calculate daily transactions using computers, calculators or adding machines.
- 14- Ensure transactions are completed with a high level of accuracy.
- 15- Identify transaction mistakes when debits and credits do not balance.
- 16- Report to Supervisor about any discrepancy in cash count or fake cash.
- 17- Issue End of day report.
- 18- Follow procedures and company policies accurately as per company standards.
- 19- Open/close branch of company as required and ensuring all tasks are completed.

2013–2018

Treasury Manager

At United Cashiers Company

- 1- Receiving and delivering cash and foreign currencies to the tellers at the beginning of the shift and the end of the shift.
- 2- Receiving money from clients and making the receipt/collection or exchange vouchers.
- 3- Enter the amounts collected in cash in to the system and Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- 4- Receive and delivery of any amounts or currencies FROM and TO the company's branches.
- 5- Commitment to the plans and policies and prices approved by the exchange Services and the company Administration.
- 6- Preparing the cash movement in the fund daily and submitting it to the company manager.
- 7- Receipt and release of receivable vouchers and prove it in the fund's movement records.

- 8- Keep copies of the financial bonds and balance matching bonds with the treasury official and the branch manager of the fund in his own archive.
- 9- Work on matching the fund daily with the branch manager and supplying cash at the end of each day.
- 10- Issue End of day report including cash and foreign currencies.
- 11- Reconcile own cash box against actual transaction at the end of the day.
- 12- Following procedures and company policies accurately as per company standards.

#### **2009–2013**

**Recruitment section head**

**At Engineering company for exhaust systems**

- 1-Update current and design new recruiting procedures (e.g.job application and onboarding processes).
- 2-Supervise the recruiting team and report on its performance.
- 3-Keep track of recruiting metrics(e.g.time-to-hire and cost-per-hire).
- 4-Implement new sourcing methods(e.g.social recruiting and searches).
- 5-Research and choose job advertising options.
- 6-Advise managers on interviewing techniques.
- 7-Recommend ways to improve our employer brand.
- 8-Coordinate with department managers to forecast future hiring needs.
- 9-Stay up-to-date on labor legislation and inform recruiters and managers about changes in regulations.
- 10-Participate in job fairs and careere vents.

#### **2005–2009**

**Treasury Manager**

**At United Cashiers Company**

- 1- Receiving and delivering cash and foreign currencies to the tellers at the beginning of the shift and the end of the shift.
- 2- Purchase&sell of foreign currency.
- 3- Receive/issue cash transaction like foreign currency exchange.
- 4- Provide cash against buy or sell transaction/vouchers.
- 5- Recording all buying and selling receipts/vouchers in the records and exchange program.
- 6- Collect cash against receipt vouchers.
- 7- Make sure enough cash is maintained with the cashier and in the branch to make payouts.
- 8- Make sure that cash is sent to the bank when there is an extracash,over the required limit.
- 9- Count currency and cash received by hand or using currency-counting machine,inorder to prepare them for deposit or delivering cash and foreign currencies to the bank.
- 10- Identify transaction mistakes when debits and credits do not balance.
- 11- Monitor money fund to ensure cash balances are correct.
- 12- Issue End of day report including cash and foreign currencies.
- 13- Reconcile own cash box against actual transaction at the end of the day.
- 14- Following procedures and company policies accurately as per company standards.

#### **2003–2005**

**teller**

**at United Cashiers Company**

- 1- Receive cash from treasury manager for starting of shift.
- 2- Count the received cash in the drawer at the start of shift.
- 3- Counting and sorting cash and foreigncurrency.
- 4- Quote unit exchange rates,following daily international rate sheets or computer displays.
- 5- Answer questions from customers about rates,cash and foreign currencies.
- 6- Taking note of currencies that need to be ordered and reporting to the treasury manager.

- 7- Purchase and sell of foreign currencies.
- 8- Issue cash receipts/vouchers against foreign currency exchange.
- 9- Provide cash against buy or sell transaction/vouchers.
- 10- Collect cash against receipt vouchers.
- 11- Count currency and cash received by hand or using currency-counting machine, in order to prepare them for deposit or delivering cash and foreign currencies to the treasury manager.
- 12- Count the cash in drawer at the end of shift and make sure the amounts balance.
- 13- Following procedures and company policies accurately as per company standards.

**1998–2003**

**Personnel responsible and accounts assistant**

**At Mecca Exchange Company**

- 1- Following attendance and absence of employees daily and preparing monthly reports.
- 2- Following social & medical insurance and Representing the company for all labor and social insurance issues.
- 3- Responsible for all required forms and documents for social insurance and labor office.
- 4- Performing administrative tasks such as generating reports and maintaining mail correspondence and Performing tasks such as typing, filing, and documents copy.
- 5- Providing support and information to customers by phone.
- 6- Recording the purchase and sale of currencies in the records.
- 7- Entering currencies purchase and sale receipts into the exchange program using the computer.
- 8- Preparing the monthly report on currencies purchases and sales and submitting it to the Central Bank of Egypt.
- 9- Assist cash checker in daily/weekly/monthly cash and currencies count.
- 10- Receiving and delivering cash and foreign currencies to the bank.
- 11- Ensuring transactions are completed with a high level of accuracy.
- 12- Following procedures and company policies accurately as per company standards.

#### **Languages:**

English: Good.

Spanish: Basic

Arabic: Mother tongue.

#### **Inter personal and Computer Skills**

-Good organizational skills, Team player, self motivated, open minded, active, fast learner.

-Excellent PC User for the following:

\*Microsoft Office (excel-word-powerpoint).

\*exchange software system.

\*Internet Browsing, Social Media.

\*HR Software System.

#### **Personal Information**

Date of Birth: September 1, 1976

Nationality: Egyptian