
❖ **PERSONAL INFORMATION:**

- Name : **Qusay Mohamed**
- Nationality : Jordanian
- Marital status : Single
- Date of birth : 2, March, 1992
- Gender : Male



❖ **CONTACT DETAILS:**

- Location: Sharjah
- Email: qusayasous@gmail.com
- Phone: +971567898795

❖ **OBJECTIVES:**

- To serve a dynamic company that provides me with opportunities to learn, innovate, contribute and apply my best level to achieve the company's goals as well as to make a mark by using my capabilities, knowledge and expertise and to grow with company I work with it. Which will help me to explore myself fully and realize my potential in operations and marketing arena.

❖ **PROFESSIONAL QUALIFICATIONS:**

- General Secondary School-Ezzat Abu Elrub, Qabatia, Jenin West bank, Palestinian.
- Bachelor's degree of Business Administration, Al-Quds Open University, West bank-2016.

❖ **TRAINING COURSES:**

- ICDL Course. (basic concepts of information technology, using the computer and managing files, excel, word, power point & Outlook)
- Conversation English Language course.
- Project management Course.

❖ **EXPERIENCE:**

- Al Fuad exchange branch supervisor.

❖ **MAIN RESPONSIBILITIES:**

- Handling branch as a supervisor
- Handling a remittance department like express money EZREMIT Ria, ding, TRANSFAST.

- Doing transaction for Asian countries European middle east USA African air ticket for air Arabia and flay Dubai
- Using SYMEX system for TT Fax transaction or inward remittance
- Handling costumer queries and staff queries
- Trying to solve problems at same time for costumer and staff
- Opening and closing branch with responsibility
- Making salary receipt and pay out salary in WPS
- Monitoring branch and checking CCTV as per requirement
- Handling betty cash of branch
- Perform all branch financial transaction as per central bank policies
- Extraction checking and monitoring branch operational reports
- Making cash receipt or cash payment analysis to maintain effective control over cash
- Responsible for fund transfer entries and utility bills
- Responsible for managing cash shipment in or out

❖ **SUMMARY OF SKILLS AND ABILITIS:**

- Excellent human skills and attractive personality.
- Excellent computer skills using MS Office software.
- Advanced presentation, communication skills, time management.
- Proactive, energetic with strong organizational and collaborative skills.
- Time Management and can work under tremendous pressure & meet deadlines.
- Ability to motivate and lead multicultural work force.
- Team player and keen learner.

❖ **LANGUAGE:**

- Arabic.
- English.