

Curriculum Vitae

Personal Information

- **Name:** mohammad khalaf SULELMAN ALFHAILI
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Objectives

Seeking a position in a reputable Finance and banking Institution, where I can achieve growth, enhance my experience and skills by implementing the latest technologies, and channel all my effort to accomplish my tasks and meet the institution targets

Education

B. Sc. In financial economics (grade good) Zarqa University, in 2019

WORK EXPERIENCE

1- Sales Officer (1/1/2016) to 1/1/2018)

- Main functions
- Managing sales receipt and distribution to employees for the purpose of delivering them to customers
- Match invoices with cash
- Ensuring the payment of workers wages

2- HR employee and Public Relations Officer at United Engineering Solutions and Contracting (1/1/2020 to 30 /12/2020)

- * Monitor compliance with laws and regulations in all company departments
- * Supporting and motivating employees to develop and improve performance
- * To supervise the acceptance or rejection of leave and leave

3- Exchange and remittance officer at Al-Alami Financial Services Company Since (1/9/2021to now

Functional tasks

- *Sending and receiving remittances according to the rules
- *pay bills
- * Open electronic wallets
- * Entering remittances and other services on the company's system

Training courses

- 1. The basics of banking work**
- 2. Anti-Money Laundering and Terrorist Financing Workshop**
- 3. Continuing Business Skills**
- 4. ICDL courses**
- 5. Customer service**
- 6. Comprehensive English course**
- 7. Advanced Excel skills**

PERSONAL SKILLS

Ability to operate under pressure.

- Very disciplined**
- Attention to detail.**
- Strong organizational skills with the ability to perform multiple tasks**
- Ability to prioritize work**
- writing reports**
- Initiative and ingenuity.**
- Advanced Excel skills**
- Skill in dealing with the compute**

LANGUAGES

Arabic:Fluent

English : Good