Rowdha Amer Mubaruk

UAE- Abu Dhabi
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Objectives

To have the privilege to utilize my academic study and theories in a position in a way that could help my Organization to succeed to obtain and reach its Objectives and Goals

Treasury Department - 13May.2018- (present)

Almasaood company-UAE, Abu Dhabi infinity show room (Al najdha)

1. Outgoing bank
    - Making of bank transfer letters
    - Posting of bank charges
    - Allocation of invoices in PL account
    - Sending advices to division
2. Clearing of bank deposit by cashiers
3. Cash monitoring

Experience

Customer service officer (Training) ▪ 01st May. 2017 – 30th. Jun. 2017

Abu Dhabi Islamic Bank ▪ UAE, Abu Dhabi, Al Najda Street

1. Opening accounts / Close account
2. Serving customer in Finance, deposits and all others banks services
3. Process Chq books requests
4. Handling customer's complain and solving the issues
5. Teller Area: preparing the opening and closing of the cash, reporting cash movement to branch manager
6. Help Disk area: Handling the calls coming to the branch, assisting the customer to processing the service in minimum time with accurate professional support

Finance Department ▪ 01st May. 2016 – 31st. May. 2016

Abu Dhabi Islamic Bank ▪ UAE, Abu Dhabi, Al Bateen Area

1. Solving Finance issues
2. Auditing the Loans documentation
3. Coordinate between branch's customer services and Finance team to finalize the pending cases

Finance Department ▪ 01st May. 2014 – 31st. May. 2014

Abu Dhabi Islamic Bank ▪ UAE, Abu Dhabi, Al Muroor Area

1. Opening accounts / Close account
2. Serving customer in Finance, deposits and all others banks services
3. Help Disk area: Handling the calls coming to the branch, assisting the customer to processing the service in minimum time with accurate professional support

Achievements

Awards

- New employee of the year 2018

Skills

- Microsoft Office: Excel, Word, and Outlook
- Excellent communication skills.
- Able to work under pressure.
- Able to attend to my responsibilities with minimum supervision.
- Ability to work well with the team spirit.
- Strong work ethics.
- Motivated to learn and improve.
- Able to handle multiple deadlines.
- High attention to details.

Education

- **Higher college of technology Abu Dhabi campus Graduated 2018 ▪ Bachelor Finance and Banking**
    - BSc Degree Project: Competition between Commercial Banking and Islamic Banking
- **ICDL**

References (Contacts)

Will be provided upon request

References (Supporting Documents)

Will be provided upon request