

# Badr Eddin Hakim

---

**Date of birth:** 14/08/1992 | **Nationality:** Syrian | **Gender:** Male | **Phone number:** (+971) 503841360 (Mobile) |

**Email address:** [bdrhakim@hotmail.com](mailto:bdrhakim@hotmail.com) | **Website:** [bhakim.com](http://bhakim.com) | **LinkedIn:** [linkedin.com/in/bdrhakim](https://www.linkedin.com/in/bdrhakim) | **My Files:**

<https://bit.ly/47RZVEW> | **Address:** Al Rigga, Dubai, United Arab Emirates (Home)

## ● ABOUT ME

---

A seasoned finance professional with a dynamic career spanning both client-facing and back-office roles in the banking and financial sector. My journey includes a three years as an adept Administrative and Financial Assistant, followed by year as a proficient Bank Teller. Armed with a Master's Degree in Business Administration and a Bachelor's Degree in Economics with a specialization in the Accounting department, I bring a holistic understanding of financial operations. My strength lies in excelling within fast-paced environments, where my adaptability, precise task management, and creative problem-solving skills shine. I have a proven track team leadership, and fostering an innovative mindset. With a commitment to excellence, I am poised to contribute my diverse skill set to challenging work environments, ensuring effective and efficient operations.

## ● WORK EXPERIENCE

---

10/2022 – 10/2023 Latakia, Syria  
**BANK TELLER** BANK OF JORDAN

---

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Handling currency, transactions, and confidential information in a responsible manner.
- Using software to track bank information and generate reports.
- Following all bank financial and security regulations and procedures.
- Monitoring and filling ATMs.
- Doing clearing house tasks.
- Performing Head Teller duties when required.
- Shipping cash to and from other banks.

08/2022 – 09/2022 Latakia, Syria  
**BANKING INTERN** BANK OF JORDAN

---

- Customers Service
- Cash Operations

01/2022 – 02/2022 Latakia, Syria  
**ISLAMIC BANKING INTERN** SYRIAN INTERNATIONAL ISLAMIC BANK (SIIB)

---

- Customers Service
- Cash Operations
- Financing Operations
- Islamic Banking

2017 – 2020 Syria  
**FINANCIAL AND ADMINISTRATIVE ASSISTANT** AL-KASSAB CO. FOR IMPORT & EXPORT

---

- Conducting bank transactions on a daily basis (deposit - withdrawal - account statement).
- Ensure that the money received from customers is counted and checked correctly.
- Conducting daily cash transactions with customers and merchants.
- Using machines for counting money and ensuring its legal safety.
- Handling office tasks.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Completion of government official papers in (Directorate of Internal Trade - Directorate of Foreign Trade - Directorate of Social Insurance)

## EDUCATION AND TRAINING

---

08/2020 – 07/2022 Syria

**MASTER OF BUSINESS ADMINISTRATION (MBA)** Syrian Virtual University

---

Graduation Project Title: The Impact of Strategic Leadership in Crisis Management In Syrian Private Banks

Final Grade: GPA : 2.75 Out Of 4 = 76.70% Very Good

2019

**BACHELOR'S DEGREE IN ECONOMICS - MAJORING IN ACCOUNTING** Tartous University

---

Grade: GPA : 2.5 Out Of 4 = 70.02% Good

## LANGUAGE SKILLS

---

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	B1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## DIGITAL SKILLS

---

Microsoft Office: Word, Excel, Access, Power Point, Outlook | Social Media Management | Surfing and Internet Research | IBM SPSS - IBM Analytics | ICBS | WordPress | AI Tools | Data Entry | Microsoft Project

## ADDITIONAL INFORMATION

---

### SKILLS

#### Personal Skills

---

- Team Leading, Problem-solving, Time management and Organization.

#### Communication Skills

---

- Active listening, Friendliness, Sharing feedback, Respect.

#### Leadership Skills

---

- Creativity, The ability to assess employees' strengths and weaknesses, Time management, The ability to build trust.

## RECOMMENDATIONS

### Amani Tajo

---

Head Teller | Bank of Jordan | Latakia Branch

Mobile: +963944446143

### Mohammad Bashar Abd Alaal

---

Head Teller | Syrian International Islamic Bank (SIIB), Latakia Branch

Mobile: +963967889419

### Mohamad Kassab

---

Owner | Al-Kassab Co. For Import & Export

Mobile: +963944257952

### Dr. Iman Shahrouh

---

Lecturer | Master of Business Administration Program | Syrian Virtual University

Mobile: +963993433103