



Mohammadnur seid Hussen

Date of birth: 02/04/1997 | **Nationality:** Ethiopian | **Phone number:**

(+971) 582401035 (Mobile) | **Email address:** mnsseid@gmail.com |

Address: united arab Emirates , Dubai, 00000, Dubai, United Arab Emirates (Home)

WORK EXPERIENCE

08/05/2023 – 24/11/2023 Addis ababa, Ethiopia

BANKING OPERATIONS OFFICER ABAY BANK S.C

- Purchase and selling of foreign currency and conversion in to any other currency at prevailing exchange rate
- Enter the amount collected in cash into the system and extract the necessary statements.
- Supplying the cash collected in the fund to treasury ' the main fund of the branch according to demand and need.
- Controlling GL portfolio transaction levels.

08/12/2022 – 20/04/2023 Addis ababa, Ethiopia

CUSTOMER SERVICE OFFICER /TELLER HIJRA BANK S.C

- Receiving/issue cash transaction instruments like remittance, foreign currency exchange,WPS,Demand draft,TT,and Value added Service transaction payments etc
- Collect cash against any transactions.
- Executes foreign currency transaction for clients.
- Response for any customer enquiries.

18/11/2019 – 08/11/2021 Addis ababa, Ethiopia

JUNIOR OFFICER / TELLER BANK OF ABYSSINIA

- Assist customer and responds for customer inquiry politely.
- Collect or pay cash and debit or credit the respective account.
- Entertain deposit of cheque and other financial instruments
- Checking account maintenance, payment and collection transactions and respond to customer enquiries.
- Prepare daily End of Day balance sheet at the close of each business day

EDUCATION AND TRAINING

04/09/2016 – 04/06/2019 Ethiopia

BACHELOR OF ART DEGREE IN MANAGEMENT Wollo university

DELIGHTING CUSTOMERS TRAINING Bank of Ayssinia

ANTI MONEY LAUNDRY TRAINING Bank of Abyssinia

LANGUAGE SKILLS

Mother tongue(s): **AMHARIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C1	C2

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

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | T24 Core Banking Application | Imal system | Enterprise-Resource-Planning-Software (ERP)

● **ADDITIONAL INFORMATION**

PERSON SKILLS

Personal skills

- Customer care, excellent sales skills ,Good mathematics skill
 - Good communication and organizational skill
 - problem solvent and creativity* Team worker
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