

AHMED MUHAMED MAGED

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Address: UAE / Dubai



SUMMARY PROFILE:

Honest, talented and dedicated international exchange teller. Seeking a job within your organization where I can play a major role in the execution of duties. I have interpersonal skills which enables me to adopt new environment in this dynamic world, ability to work faster in all types of weather condition and to work as a team with 4 Years' Experience.

PERSONAL INFORMATION:

Marital Status : Single
Nationality : Arabic Egyptian
Date of Birth : 01/10/1989
Visa Status : Visit visa

PROFESSIONAL SKILLS:

- Highly experienced in international exchange.
- Profound knowledge of customer services policies. Excellent verbal and communication skills.
- Preparing of schedule of account payable.
- Payroll processing & LPO processing.
- Preparing monthly billings and quotations for the client as per contract.

WORK EXPERIENCE:

CASHIER /FC

GCC Exchange, Dubai, UAE

TELLER / FCCASHIER

Lulu International Exchange

May 2020 – Jan 2022

TELLER/ FCCASHIER

Redha Al Ansari Exchange

Oct 2017 - May 2020

Duties & Responsibilities:

- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators or adding machines. Cash checks and pay out money after verifying that signatures are correct, that written and numerical amount agree, and that accounts have sufficient funds.

- Receive checks and cash for deposit, verify amounts, and check the accuracy of deposit slips.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- Handling accounting software.
- Accountant duties prepare checks for payment and payroll.
- Microsoft office.

EDUCATION:

BACHELOR OF COMMERCE & MAJOR OF ACCOUNTING

Mansoura University Egypt
2011

LANGUAGE:

Arabic : Mother language
English : Excellent