

Abdul Hassouneh

Assistant Team Leader - Finance House

Abu Dhabi

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WORK EXPERIENCE

Assistant Team Leader

Finance House - December 2014 to Present

2-2014 Till

Present

- Develop a strategy the team will use to reach its goal
- Provide any training that team members need
- Communicate clear instructions to team members
- Listen to team members' feedback
- Monitor team members' participation to ensure the training they providing is being put into use, and also to see if any additional training is needed
- Manage the flow of day-to-day operations
- Create reports to update the company on the team's progress
- Distribute reports to the appropriate personnel

SME (Reporting to Team Leader)

- To discuss approvals with Credit on Weakly basis for self& team
- To acquire new customers / business Group
- To meet the monthly and annual target as per Business Loans strategy
- Ensure good quality of work
- Too Evaluate the financial / bank statements for the new customers (Profit/Loss)
- Guiding the customers to the complete Business loans requirements
- Analyzing the case before submitting to the retail credit unit (RCU) To be part of process policy and also s ways to business

Corporate Recovery Officer

ABU DHABI ISLAMIC BANK - January 2013 to September 2014

Jan 2013- Till Sep 2014

Dept: Business Banking+ 6 months Purchasing in Charge

- Dealing with Mid Corporate / SME
- Providing high specialization , serves to suit the welfare of targeted
- Preparing lending agreements as per sharia complaints
- Promoting the bank's services for Mid Corporate and SME
- Analyze & problem solving

- Seek Credit Meetings for approval in line with (T.A.T) and also to review new process & policies to acquire new Business to grow.
- Acquire new customers to increase portfolio
- Accessing Bank Statement / Audit of Customers on cash flow and out.
- Guiding the customers to the complete Business loans requirements
- Analyzing, writing small profile of companies along with Cash flows for faster approval with credit and to minimize risk on lending.

Corporate Recovery Officer

- Conducts collection activities pertaining to non-performing loans (NPL) and recovery activities of the distressed loan assets using various systems and methods.
- Ensures attainment of individual, department, and Bank wide goals to minimize loss and enhance loss recovery.
- Monitor / review closely those accounts under rescheduling / restructuring / negotiated settlements and others, and act accordingly to protect the interest of the Bank and minimize loss to the Bank.
- Manage loan collection and recovery activities efficiently.
- Reviews reports, prepares correspondence, and participates in special projects.

FIRST GULF BANK

- CSO (NHL)
- ISLAMIC REAL ESTATE FINANCING DIVISION (SIRAJ)
- MORTGAGE ADVISOR & NHL OFFICER

2008-2012

- To Support the local in securing finance for their villas approved by the Govt. Of Abu Dhabi. And also to see if they have requirement for additional funds.
- Ensure consistency in delivery of highest level of customer service to
- Achieve customer satisfaction
- Provide end - to - end service to customers
- Ensure good quality of work
- Ensure low cancellations and declines rate
- Resolve re - work cases within agreed TATs

- Coordinates loan documents
- Ensure compliance with credit policy & product program to create high
- approval rates and achieve optimum credit quality
- Provide customer/market/competition information to the marketing
- department & assist them to develop new products to support acquisitions
- and FGB's Growth

RETENTION OFFICER - (Reporting to Retention Head)

- Retain customers of good business profile
- Complete assistance and problem solving for existing customers
- Ensure to give fast and easy solutions to the customers having issues
- Coordinate with various departments Up to date information of product knowledge, customers issues, market/ business requirement

NATIONAL LOANS - (Reporting to Team Leader)

- Discuss Cases with Credit on Weekly Loans for UAE National
- To open new avenues of business acquisition
- Small Presentation with Government companies to acquire Business
- To meet the monthly and annual target to National Loans
- Analyzing the case before submitting to the retail credit unit (RCU)
- Checking/authenticate original documents before submitting for Disbursement
- To coordinate with branches for A/C opening, cheque book, ATM card and Managerial Cheques for other Banks Settlement
- Maintaining customer relation after sales
- Keeping close observation for market updates and contemporary policy
- Good performance was moved to handle SME

SME (Reporting to Team Leader)

- To discuss approvals with Credit on Weekly basis for self& team
- To acquire new customers / business Group
- To meet the monthly and annual target as per Business Loans strategy

- Ensure good quality of work
- Too Evaluate the financial / bank statements for the new customers (Profit/Loss)
- Guiding the customers to the complete Business loans requirements
- Analyzing the case before submitting to the retail credit unit (RCU) To be part of process policy and also s ways to business

Corporate Recovery Officer

- Advising on the management of cash and working finance capital
- * Renegotiating existing finance arrangements
- * Assessing the future viability of each part of the business
- * Advising senior managers and shareholders on areas where instant business improvements and cost savings can be made
- * Presenting options to stakeholders, persuading them to buy into the most appropriate solution for their business
- * Determining ways to generate cash fast, such as approaching potential investors
- * Guiding the business through the insolvency or wind-up process, which may involve some account reconciliation to assist in preparing bad debt files
- * Helping companies to realize their assets and representing your client at meetings with other creditors
- * Arranging for goods and assets to be recovered and distributed to creditors and organizing for a liquidator to sell off a company's assets
- * Working with banks and following up referrals
- * Ensuring the company is complying with all financial legal requirements, industry regulations, organizational policies and professional codes

EXECUTIVE PURCHASING OFFICER

FIBREX CONSTRICTION - 2007 to 2008

Ensure competent quality execution of all regular purchasing duties and administrative works.

- Maintain complete updated purchasing records/data and pricing in the system.
- Execution and monitoring of all regular purchasing duties
- Assist in managing and following up overseas orders
- Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/ store on time.

DURAT AL EMARAT REAL ESTATE AND MAINTENANCE CO.

EXECUTIVE PURCHASING OFFICER

- Maintaining the purchasing policy and ensuring that all purchases adhere to it. An executive would set the policy as well.
- Choosing the suppliers that the company will deal with and maintaining the legal interaction with them.
- Managing any SLA's (Service Level Agreements) that may be in place and managing any Master Agreements between the suppliers and the company.
- Liaison with other departments, particularly the accounting, manufacturing and stock departments.
- Budgeting, costing and cost saving after reviewing the management information available.
- Health and Safety, Quality and other legal requirements.
- Overseeing any large procurement that may happen.

(2005- 2007)

Purchasing Officer

ABDUL RAHMAN ALSAADI TRADING EST - 2003 to 2005

Handling Invoices, Quotations, LPO's and Materials Requisitions

- In-charge of Maintenance works for the company facilities including
- Store, Housing and Main Showroom
- Follow up Customer's Requisition and Customers Payment
- Prepare Materials List and Requisition check list

Purchasing Officer

INTERNATIONAL COPIER MAINTENANCE EST - 2001 to 2003

Monitored quantity and quality of goods received.

- * Managed reports and documentation control.
- * Negotiate price, terms and conditions with suppliers.
- * Maintained and updated purchasing records.
- * Prepared cost comparison of material pricing.
- * Evaluated and implemented Vendor Development Program.

Coordinator Officer

AL MERSA FOR MAINTENANCE COMPANY - Abu Dhabi - 1999 to 2000

Communicating important telephone and fax messages

- Greeting clients and visitors and giving them an outline of the nature of business of the organization
- Maintaining a general filing system and documenting all the correspondence
- Planning and preparing meetings and organizing overseas conference calls
- Providing word processing and secretarial support

ADDITIONAL INFORMATION

Skills

- Strong communications skills and control capable to work as a team
- Strong organizational and Management skills
- Eager to success, very friendly and can build relationships quickly
- Ability to adapt and adjust to new environments easily
- Ability to work effectively in individual work teams
- Computer skilled
- Windows, MS office, Word, Excel