

Amin Mahafdhah

Mobile Number: +97156 613 7011 Email: amin.mahafza@outlook.com

Current Place: Abu Dhabi- UAE

Nationality: Jordanian

Date of birth: 09 Jul 1988

visa status: visit visa



Education:

2007-2011 Yarmouk University Irbid-Jordan

Bachelor's Degree in Economics and Islamic Banks

TRAINING:

- Aug 2010-Sep2010 Academic Training (Jordan Islamic Bank).
- Advanced Anti Money Laundering.
- Business and Telephone Etiquette.

Professional Experiences:

Nov 2019 – OCT 2021 Al Ansari Exchange LLC – Branch Supervisor (ABUDHABI)



- Daily checkups on the availability of the main currencies in the branch.
- Maintain the cash limit for the Daily branch Operations.
- Performing the due diligence on new Clients, requesting the KYC information, documentation, for review and verification to keep the client profile updated.
- Daily, weekly and monthly reports to be sent to the management.
- Ensure day-to-day compliance of the business against internal AML/CFT policies and procedures, and coordinate with the compliance department.
- Making sure that all staff are following the SOPS and guidelines.
- Obtaining all necessary documentation to complete the client's file and registration.
- Taking immediate actions on the internal audits findings according to the company guidelines.
- Registering and submitting payroll details of the staff with exact over time and under time hours.
- Ensure that the prices displayed on the currency exchange display screen are always updated according to market prices to ensure that a good profit margin is obtained.

Nov 2014 - Nov 2019 – Al Ansari Exchange LLC -Customer service/Cashier (AUH)



- Do various kinds of money transfers and follow-up (Cash Pick up-Bank transfer).
- Dealing with foreign currencies.

- Manage and handle the cash/Cheque transactions at the counter and ensure the delivery of quality service to customers while adhering operational controls and avoiding cash excess and shortages.
- Opening corporation accounts for salary deposit and money transfer.

Dec 2013-Sep 2014 -Sales Representative -Nestle Waters Company (DUBAI):



Results-driven sales professional with 9 months of experience as a top sales performer in the retail. Possess exceptional time management, customer relations and communication skills. Regularly looking for ways to increase overall sales by engaging consumers, uniting team members and refining strategies and their implementation.

Mar 2012-June 2012 Ministry of Education – (JORDAN):

Actively participating all aspects of education from parent-teacher organized activities to district curriculum policies. I provided an inspiring learning experience to students. Teaching class size of up to 25 students. I Utilized students' feedback to create compelling lesson plans that take into account the strengths and weaknesses of students.

Qualifications and skills:

- Ability to work within groups and under pressure.
- Excellent interpersonal and communication skills.
- Proficiency with MS office (Excel, Word, & PowerPoint).
- Attention to details character.
- Able to build rapport with customers and close deals.

Languages:

❖ Arabic: Native

❖ English: Fluent

References are available upon request.