

MARYAM ABDULLA HAJEEH ALI

Bank Teller



I am a self-motivated, caring and very social person that enjoys working as a part of a team and achieve goals in my life. I am very punctual and committed to everything I do. I also enjoy exploring, learning and being up to date with world events, as well as political and financial news. I would like to use my personal skills, qualification and knowledge gained during my university years to positively contribute and innovate towards the organization objective and work hard to pave my career path within the organization. I am enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. I am motivated to learn, grow and excel in my career.

Work History

2019-06 -

Bank Teller

Bank of Bahrain and Kuwait "BBK"

- Currently working as a bank teller with BBK, my main responsibilities includes handling transactions with customers including cash and non -cash transactions.
- I also process payments through Fawater, such as tax and custom payments.
- Also worked as interactive teller in the ITM machine.

2017-12 -

Finance Department Intern

Bahrain Institute of Banking and Finance

- Involved in the daily activities of the finance department.
- Daily tasks required of me included processing and recording payments and invoices in the accounting system, passing journal entries, following up with customers in regard to payment collection and organization documents such as contracts.
- In addition, I have assisted the Academic Department (Part time) and assisted in the preparation of HEC files (student files).

Contact

Address

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Phone

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Skills

Microsoft Office Suite and Internet Explorer



Academic



Accounting



Arabic



English



Finance



Internet Explorer

Education

2013- - Bachelors of Science: Banking and Finance

2016- - *Bangor University, Bahrain Institute of Banking and Finance (BIBF)*

1998- - High school diploma and IB diploma

2013- - *Bahrain Bayan School*

Microsoft Office Suite

Certifications

- Anti-money laundering – BBK
- FAP1 – BIBF