

MARYAM ABDULLA HAJEEH ALI

Bank Teller



Contact

Address

Hamad Town

Phone

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Work History

2019-06 -
Current

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 -
2018-07

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).

Skills

Microsoft Office Suite and
Internet Explorer



Academic



Accounting



Arabic



English



Finance



Internet Explorer

Education

2013- - 2016-	Bachelors of Science: Banking and Finance <i>Bangor University, Bahrain Institute of Banking and Finance (BIBF)</i>
1998- - 2013-	High school diploma and IB diploma <i>Bahrain Bayan School</i>

Certifications

- Anti-money laundering – BBK
- FAP1 – BIBF



Excellent

Microsoft Office Suite



Excellent