



# AHMED TAREK MOHAMED El-GAMMAL

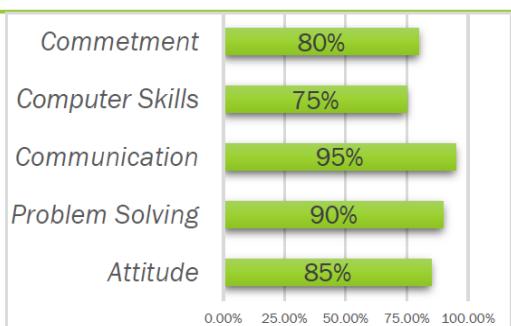
## PROFILE

I am an active person, I have easy word, I love socializing with people, I am very passionate and delivered to my work, I like being responsible, Able to work independently, efficiently and under pressure, Also I like to collaborate and make a good team, I am a person with goals, aspirations and professionalism.

## CONTACT

**Address:** 8. Alfalaky St, Suez  
**Data of Birth:** 08 / 08 /1988  
**Nationality:** Egyptian.  
**Gender:** Male.  
**Military Status:** Exempted  
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## SKILLS



## WORK EXPERIENCE

● **DECEMBER 2023-PRESENT** As Accountant in DALEEL ALMAADEN GLOBAL COMPANY-KINGDOM OF SAUDI ARABIA: RESPONSIBILITIES : Record and reconcile daily transactions - Reconcile bank accounts and other financial accounts- Prepare and file sales and payroll taxes- Monitor and analyze financial performance- Develop and maintain internal financial controls and procedures- Assist with internal and external audits

● **January 2023-Present** as Treasury Manager (Assistant Branch Manager at Al Ahly Exchange National Bank of Egypt

### Responsibilities

1. Supervise the activities of the teller operations area by assigning work, answering questions, solving problems, helping with complex transactions and sensitive member relations problems, explaining policies and procedures to members, and providing assistance to the teller staff when needed.
2. Approve transactions that are an exception to the credit union policy or transactions that require a supervisor override. Approve refunds of member service fees and charges when applicable.
3. Serve as vault teller for the Credit Union, which includes ordering the cash from the Federal Reserve, verifying cash received, filling teller cash orders, maintaining full vault security and balancing vault cash nightly.
4. Oversee adequate availability of daily cash, money orders, and traveler checks for the Credit Union.
5. Investigate teller losses and institute corrective measures.
6. Ensure that the staff is trained and cross-trained in all phases of their particular job(s) to ensure quality service to the membership.

● **February 2015 – October 2019** as **FCY Teller in AL ANSARI EXCHANGE LLC**

### Responsibilities

- ❖ Provide information and guidance to customers through the delivery of excellent customer service to resolve customer queries and achieve customer satisfaction.
- ❖ Exchange foreign currency, count cash at beginning and end of shift.
- ❖ Carry out smooth and error free transactions within the branch.
- ❖ Ensure the delivery of quality service to customers while adhering to operational counters and avoiding cash excess and shortages.
- ❖ Ensure due diligence is carried out with respect to Money Laundering and other regulatory requirements.
- ❖ Record all transactions. Report suspicious activity to AML Department.
- ❖ Check for photo identification
- ❖ Ensure all teller transactions and other routine processing is done as per laid down
- ❖ procedures and Central Bank guidelines.

● **January 2011 – November 2014** as Accountant in **Project & Engineering Consultant's Co. (Egypt).**

### Responsibilities

- ❖ Analyzing and investigating annual and monthly financial accounts
- ❖ Undertaking financial administration
- ❖ Preparing reports, budgets, business plans, commentaries and financial statements
- ❖ Financial forecasting and risk analysis
- ❖ Liaising with managerial staff, colleagues and clients
- ❖ Negotiating business terms with clients and associated organization
- ❖ Controlling income and expenditure

## EDUCATION

**University:**

Suez Canal University

**Qualification, Grade:**

Bachelor degree in Commerce (Accounting Division)

**Year of Graduation:**

May 2009

## TECHNICAL SUMMARY

### **Technical Courses:**

- 2009, FGF Course (HR, Customer Service, Stock, Quality Sales, Safety).
- August 2007, English Course at **AUC** (American University in Cairo) – Lvl (9).
- ICDL – 2007.
- Anti – money laundering training 14<sup>th</sup> of February 2015
- Advanced antimony laundering training program 22<sup>th</sup> of August 2017

### **Office Tools:**

- Microsoft Word, Excel, Access

## SKILLS, ASPIRATIONS, OBJECTIVES

- *I am eager to learn new skills and competencies.*
- *can work under stress, Obeying my superiors order..*
- *I am a flexible and committed to reach to the excellent work positions*
- *I seek a suitable position in my Career, Work with Distinguished Team.*

## LANGUAGE SKILLS

- **Arabic:** Mother tongue.
- **English:** Very Good.