



AHMAD MAHMOD HAMMIED



Summary

I am a graduate of Damascus University, Faculty of Economics, specializing in managing medium and small projects. I worked at Alwataniya Microfinance Bank for 4 years and at Al Haram Transfer company for 2 years. I aspire to get a job in the same field and increase my skills and experience.



Work Experience

Apr 2018
Nov 2021

Bank Teller / Loan Officer

Alwataniya Microfinance Bank

Damascus, Syria

Banker

- Implementation of accounting and cash operations related to lending operations
- Daily inventory of cash and main safe
- Compiling and presenting financial and budget reports

Loan Officer

- Field work and promotion of the company's products
- Studying lending applications
- Financial evaluation of projects

Jan 2016
Jan 2018

Cashier / Customer Service

Al Haram Transfer & Exchange

Damascus, Syria

- Receiving customers and Data entry
- Receiving and delivering the transferred amounts, preparing the transfer receipt
- Preparing the daily inventory and matching the safe

Jan 2014
Dec 2015

Human Resources Officer

Ministry of Labor Damascus. Syria

- Data entry and preparation of employee files
- Recording employee vacations and preparing a fingerprint report
- Preparing salary lists and discounts



Education

2015 - 2021

Bachelors degree in Economics (SME Management)

Damascus University

Damascus, Syria

2012-2014

Diploma in Marketing and Management Science

Damascus Training Center / UNRWA

Damascus, Syria

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📍 UAE – Abu Dhabi

🌐 Palestinian

📅 20-08-1993

👤 Single



Languages

Arabic ●●●●●
English ●●●●○



Computer Skills

Al-Ameen Application (Accounting)
Microsoft Office Program
Typing & Data Entry
Computer Maintenance/Network



Workshops

Intermediate Accounting
Human Resource Management
Business Management
Guidance Career



Personal Qualities

Learn Fast
Team Work
Time Management
Work under Pressure