



Motaz Amjad Al-Beqaeen

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ABOUT ME

I am an efficient and confident Administrative and accountant manager with demonstrated experience in leading a Professional team. My experience helped me develop expert knowledge of the management process and control of the budgets. I am highly motivated to continue learning and improving my skills. Teamwork-oriented and capacity to work under pressure. Good follow-up, solution, knowledge with most of Finance operational.

SKILLS & PROFICIENCIES

- Leadership
- Preparing the budget and financial statements
- Account management
- Strategic and social selling
- Computer skills
- Coordination and organization,
- Review and document analysis,
- Social communication skills,

EDUCATIONAL BACKGROUND

Mutah University

Jordan

Bachelor's Degree in Business Administration
2012

Graduated as Cum Laude by (82.75% GPA)

Secondary School Certificate

Latin Patriarchate High School (AL-Wassiah)

Graduation Average: 78% (Science branch)
2008

CERTIFICATION & VOLUNTEER WORK

Data Science Camp - 90 hours

ZINC (Online program)

2021

English Course Intermediate - 32 hours

English Course Pre-intermediate - 32 hours

English Course Elementary - 32 hours

AMIDEAST

2017

Seminar in Small Businesses

Training & development center-Housing Bank

2016

Risk & Compliance Department /AML (Course)

Quality Service & Sales Improvement (Course)

Banking Forgery & Counterfeiting detection methods
(Course)

Cards (Course)

Training & development center-Housing Bank

2013

WORK HISTORY

Product and service sales specialist

Cairo Amman Bank

August 2022 *Until Now*

Responsible for driving expansion that leads to increased sales revenues generated from targeted products.

Develop and implement tactics and strategies to grow designated accounts or product categories.

Administrative and accountant manager

Al-Karak Star for recycling

June 2021 to December 2021

Responsible for all management and buyers activities in the area, from lead generation to closing. Works closely with support teams to foster high customer satisfaction and generate profit.

Accountant

Al-Samain Model Olive Press

(3 Seasons)

October 2021 to December 2021

October 2020 to January 2021

October 2019 to December 2019

Managed key accounts in Al-Samain and coordinated with Operations team to boost customer loyalty.

Customer Service Officer

Housing Bank

May 2014 to June 2018

I worked as a Customer Service Officer for more than four years, and my duties include:

- Provided prompt customer service in the opening of new accounts and helped maintain sales culture.
- Issuing bank cards.
- Issuing checkbooks.
- Issuing certified checks.
- Granting bank loans.
- Sending bank transfers using IBAN.

Teller

Housing Bank

March 2013 to May 2014

I worked as a Teller for more than one year, and my duties include:

- Cashing withdrawal and deposits.
- Cashing and depositing checks.
- Sending and receiving bank transfers (example: Western Union).
- Currency exchange.

LANGUAGE

- Arabic - Native
- English - Upper-Intermediate