



## Personal Info



3-12-1992



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Single



Jordanian



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Amman - Jordan

## EDUCATION

- **BS . Banking and Finance From**  
**Yarmouk University (2012 -2016).**

## Languages

- **Arabic (Mother language)**
- **English (Very Good)**

## REFERENCES

- **References available upon**  
**request.**

# Yazan Hussein Alkurdi

## Objective



To join a reputable institution as an accountant with extensive experience in consulting, accounting, auditing and management of general accounting functions. I have superior analytical skills that I practice when moving to transaction / workflow details to support the process and improve profitability. Where I can use my knowledge and skills in your organization. To achieve the goal of the organization.

## Work Experience



- **Assistant Branch Head at UAE Exchange Kuwait.**
- **(1/2023 - 5/3/2024)**
- **Functional Tasks:**
  - Sending bank transfers and using programs (Casmex, Instant cash, W.u and T.f).
  - Buying and selling currencies.
  - Preparing reports on a daily basis.
  - Maintains a cash drawer; balances and audits the cash drawer according to policy and schedule.
  - Supervises other tellers and their cash drawers.
  - Searches for the cause of an overage or shortage when a teller's drawer does not balance correctly.
  - Provides access to the vault and safety deposit boxes.
  - Customer Service.
  - Follow up exchange rates and currencies and provide customer service staff with them to ensure the best customer service.
  - Follow-up of pending transfers, amendments, and bank deposits.
  - Oversaw daily operations to ensure high level of customer service from all team members.
  - Interact with customers on a daily basis, fulfilling requests, answering inquiries, and providing directions clearly.
  - Perform all duties handling money carefully and responsibly to prevent errors or misunderstandings.
  - Fill out paperwork and other administrative duties on a daily basis.
  - Executed wire transfers, stop payments and account transfers.
  - Wrote and distributed customer correspondence.
  - Conducted regular proof work and followed up on chargebacks and deposit corrections.

- **V Teller and Transfer money employee at Hamza Exchange.**
- **(15/6/2021 – 12/2022)**
- **Functional Tasks:**
  - Maintains a cash drawer; balances and audits the cash drawer according to policy and schedule.
  - Searches for the cause of an overage or shortage when a teller's drawer does not balance correctly.
  - Customer Service.
  - Applying internal policies and Central Bank instructions.
  - Follow up exchange rates to ensure the best customer service.
  - Follow-up of pending transfers, amendments, and bank deposits.
  - Complete knowledge of buying and selling currencies.
- **Teller at Al-Mardini Exchange Company.**
- **(2017 - 5/2021)**
- **Functional Tasks :**
  - Commitment and ensure that all transactions are in compliance with policies and procedures.
  - Execute transactions and services that include all diverse banking tasks from withdrawal, deposit, currency exchange and transfer.
  - Using Western Union System (Shift Transfers, Express Rimet System).
  - Ability to detect counterfeit currency.
  - Carry out its own treasury inventory and daily closing operations and address any deficit or surplus.
- **Cashier at Abu Ahmad Restaurant.**
- **(2014 - 2015)**
- **Functional Tasks :**
  - Supervise daily cash management.
  - Prepare expense reports on a regular basis.
  - Resolve customer complaints, guide them and provide necessary information.
  - Keep track of budget transactions and report any discrepancies.

## Training

- Anti-Money Laundering and Financing of Terrorism and Financing Proliferation of Weapons.
- Compliance.
- Fundamentals of Money Exchange.
- Practical Accounting.
- Advanced Excel for Accountants.
- Practical Accounting Course From International Group Construction Academy.
- Advanced Excel for Accountants Course From International Group Construction Academy .

## skills

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| <ul style="list-style-type: none"> <li>• Ability to use Office programs (QuickBooks Accounting, Excel, Word, PowerPoint, Access, Outlook) .</li> <li>• Administration.</li> <li>• Team leader.</li> <li>• Accounts Management.</li> <li>• Experience in budget management.</li> <li>• Financial planning and reporting.</li> <li>• Financial Analysis.</li> <li>• Risk Management.</li> <li>• Credit Risk.</li> <li>• Retail Banking.</li> </ul> | <ul style="list-style-type: none"> <li>• Building relationships.</li> <li>• Customer service.</li> <li>• Analytical Skills.</li> <li>• High planning ability.</li> <li>• High ability to conduct negotiation processe.</li> <li>• Possess analytical and organizational skills.</li> <li>• Ability to solve problems.</li> </ul> |
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