



# Saad Abdulkareem

Bank Teller | Remittance officer

Experienced bank teller seeking to fill a full time or part time position. Adapt in providing fast and efficient banking services to customers, while helping them to successfully complete desired transactions. Skilled in performing routine and complex banking transactions, while complying with all rules and regulations.

✉ saadabdulkareem@gmail.com

☎ 0545302179

📍 Al khair, Al ain, Abu Dhabi, United Arab Emirates

## EDUCATION

### B.com Computer Application

Sahrdaya college of advanced studies

06/2017 - 03/2020

### Higher Secondary

CSM Central School

06/2002 - 03/2017

### Advanced excel

G-TECH

11/2020 - 12/2020

### Tally Erp.9

Tally Academy Certified Accountant

01/2020 - 02/2020

## WORK EXPERIENCE

### Bank Teller

Redha al ansari exchange

05/2021 - Present

Dubai,uae

*Achievements/Tasks*

- Responsible for handling customer financial transactions like deposits, withdrawals, transfers, money orders, and checking.
- Serves customers by completing account transactions.
- Cross-sells bank products by answering inquiries, informing customers of new services and product promotions, ascertaining customers' needs, and directing customers to a branch representative.
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Fast typing (70 words per minute).
- Complies with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, and assisting in certification of proof.
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- Contributes to team effort by accomplishing related results as needed.
- record all transactions promptly, accurately and in compliance with bank procedures.
- Experience with banking softwares.

## SKILLS

Proficient in Advanced Excel

Administrative support

Invoice preparation

Accounting familiarity

Professional phone etiquette

Scheduling

Pro-active approach

Confident and Contingent

Result oriented

Emotional Intelligence

Reporting skill

Administrative writing skill

Proficiency in MS Office

Problem solving

Documentation skills

Thoroughness

Attention to detail

Verbal communication

Financial software

Financial skills

General math skills

## PERSONAL PROJECTS

Financial Analysis (11/2019 - 01/2020)

## ORGANIZATIONS

Redha al ansari exchange (05/2021 - Present)

*Bank Teller*

## CERTIFICATES

MS Excel Advanced (11/2020 - 12/2020)

Tally academy certified accountant on tally erp.9 (01/2020 - 02/2020)

## LANGUAGES

English

*Native or Bilingual Proficiency*

Hindi

*Professional Working Proficiency*

Arabic

*Limited Working Proficiency*

Malayalam

*Native or Bilingual Proficiency*

Tamil

*Native or Bilingual Proficiency*

## INTERESTS

Travel

Sports

Music