

Tasneem Mohammad
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PERSONAL INFORMATION

Date of Birth : May 1990
Nationality : Jordanian
Sex : Female
Marital Status : Married
Visa status : Valid residence

EDUCATION

- High school diploma, Universal Private School, 2006-2008 , UAE
- Bachelor of Engineering in Computer engineering , Mutah University, 2014 , Jordan

TRAINING

- General Engineering training , 2013, Al Buraimi University College BUC , Oman.
- Training course in Matlab , 2010, Mutah University.
- Training course in Android , 2013 , Mutah University .
- Training course in Communication and presentation skills , 2013 , Royal Scientific Society and USAID.
- Training course in Key Issues and Management of Water , Energy ,and Solid Waste in Jordan , 2013 , Royal Scientific Society and USAID.

EXPERIENCE

Products development Coordinator ,Wealth Management Dept.– Priority banking , ADIB Sep 2016 - current)

- Excellent knowledge in handling preparing Process Note, Products Program, letters, Memos , invoices, reports , and PowerPoint presentation.
- Assist in provide both Retail & Private Banking Wealth Management products & solutions that suits their customer base.
- Prepare products & frontline MIS reports.
- Develop products presentations, Term sheets and application forms both in Arabic & English languages.
- Contribute to the development, implementation ,producing, preparation, marketing, and launching new products form all marketing flayers, SMS , presentation, approvals , in accordance with deadlines.
- Work with back & middle office to ensure all operational and logistical issues are managed successfully.



Curriculum vita

- Ensure compliance to ADIB policies, procedures, guidelines and maintaining high standard of internal control.
- Prepare business review and appraisal reports of products sales by collecting, analyzing, and summarizing sales achievement data.
- Build internal relationship with stakeholders (Retail, PB, Shari'a, Marketing, FCD etc..) for smooth handling and administration of investment products.
- Managing Sukuk finance trading process and dealing with other shake holders (front-line , Credit dept. , WFO , and Treasury), & Checking documentation, conduct call-back.

Wealth Coordinator, Wealth Management - Priority banking , ADIB (April 2015 - Sep 2016)

- Prepare frontline MIS, and incentive calculation.
- Prepare business review and appraisal reports of products sales by collecting, analyzing, and summarizing sales achievement data.
- Develop products presentations.
- Handling emails (queries/leads/complaint) of customers.
- Admin (new joiners recruitment , team meetings , documents filling archive)
- Handling procurements and equipments.
- Support the Wealth Advisers team.
- Support operation team (product callback, system , checking documentation)



Sales and TeleSales Officer ,Wealth Management - Priority banking , ADIB (October 2014 – April 2015)

- Introducing wealth management products to the customers.
- Convincing customers to subscribe in our products by highlighting the advantages of our services.
- Keeping in contact with the customers and update them with their Investment Statues.



LANGUAGES AND IT SKILLS

IT Skills:

- Microsoft Office (Word , Excel ,Powerpoint)
- Microsoft Visual Basic
- Matlab
- Android

Languages:

- Arabic
- English