

# AHMAD JEBREEL

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Investment Operations Specialist | Senior Accountant | Process Optimization  
Expert



## CAREER SUMMARY

Results-driven financial professional with over 10 years of experience in investment operations and transaction support. Proven track record of enhancing efficiency in processing investment transactions while ensuring compliance with regulatory standards. Skilled in assessing customer needs and providing operational support, with a strong ability to meet TAT (Turnaround Time) requirements. Proficient in Microsoft Excel, Word, and PowerPoint.

## SKILLS AND STRENGTHS

- Investment Operations & Transaction Support
- Efficiency Improvement & Process Optimization
- Compliance & Control Orientation
- Understanding Customer Needs & Solutions
- Escalations & Issue Resolution
- Banc Assurance Knowledge
- Collaboration with Business Units
- Operational Support for Product Rollouts
- Strong Organizational & Administrative Skills
- Proficient in Microsoft Excel, Word, and PowerPoint.

## WORK HISTORY

<b>Senior Accountant</b>	
<b>Al Mahbash – Jordan</b>	<b>August 2022 – Dec 2024</b>
<ul style="list-style-type: none"><li>➤ Managed investment operations by executing financial transactions and providing effective transaction support to ensure compliance and accuracy.</li><li>➤ Enhanced efficiency in processing transactions while maintaining a focus on TAT requirements.</li><li>➤ Collaborated with team members to address customer needs and provide timely solutions for financial queries.</li></ul>	
<b>Senior Accountant and Data Entry Analyst</b>	
<b>Golden Tulip Al Jazira Resort – Abu Dhabi, UAE</b>	<b>December 2016 – July 2022</b>
<ul style="list-style-type: none"><li>➤ Advanced Financial Reporting and Analysis</li><li>➤ Data Integration and Accuracy</li><li>➤ Financial Planning and Forecasting</li><li>➤ Provided operational support for various investment products, ensuring all transactions were processed within designated TAT.</li><li>➤ Facilitated escalations of any pending settlements and issues to ensure timely resolutions.</li><li>➤ Worked closely with business units to understand their requirements and improve overall service delivery.</li></ul>	
<b>Accounting and Data Entry Coordinator</b>	
<b>Bin Bandoq Group – Abu Dhabi, UAE</b>	<b>December 2009 – November 2016</b>
<ul style="list-style-type: none"><li>➤ Administrative and Compliance Support</li><li>➤ Data Entry Supervisor</li><li>➤ Process Coordination and Reporting</li><li>➤ Invoice and Payment Processing</li><li>➤ Budget Tracking and Financial Analysis</li><li>➤ Record Keeping and Documentation</li><li>➤ Coordinated document control procedures and compliance support to ensure timely processing.</li><li>➤ Trained team members on best practices for document management and accuracy.</li><li>➤ Developed and maintained filing systems for easy retrieval of financial records.</li><li>➤ Managed documentation for banc assurance-related transactions, ensuring compliance with internal controls and external regulations.</li></ul>	

### **Data Entry Clerk**

**Petra Marriott Hotel – Jordan**

**May 2006 – November 2009**

- Administrative Support.
- Data Verification and Quality Control
- Data Input and Management
- Provided administrative support with a focus on data verification and quality control in project documentation.
- Managed data input processes, ensuring accuracy and compliance with company standards.

## **EDUCATION**

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Bachelor of Business Administration

Al husin Bin Talal University – Jordan 2003