



# AHMEDOU EL HACEN

## Financial Administrative



### CONTACT

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### PERSONAL INFORMATION

- Date of Birth : 13/11/1992
- Nationality : MAURITANIA
- Military Status : Exemption

### SKILL HIGHLIGHTS

- Management
- Financial Analysis
- Financial documentation
- Financial Reporting
- Account Management
- Customer services
- Client Relationship
- Accounting Records
- Internal Audit
- Consultancy
- Problem Solving
- Time Management
- Quick Learner
- Strong Work Ethics
- Staff Management
- Regulatory Compliance
- Respect Diversity

### EDUCATION

- Bachelors of financial Accounting – 2013**  
Nouakchott University
- Certificate of B1 French 2014**  
Alliance Franco – Mauritania

### LANGUAGES

- Arabic
- English
- French

### PROFILE SUMMARY

Resourceful and customer-focused Professional with 7+ years of experience in consultancy, management, HR practices, financial analysis and documentation. Skilled in internal Audit, Cost and value added accounting. Exceptional knowledge of customer services, investment products and services. Achieved 100% customer satisfaction by providing tailored strategies and suitable products and services based on customer's goals. Great work ethic and commitment for compliance with high professional standards, integrity, regulations and organization's policies.

### CORE COMPETENCIES

- Experienced in procedures to ensure compliance with regulations and policies
- Knowledge of income and document verification to include earnings from various sources
- Open-minded with good analytical skills to identify customer needs and goals
- Excellent listening skills with superior verbal and written communication skills
- Strong interpersonal skills for developing relationships with customers
- Sound mathematical skills to perform accurate computation in everyday bank activities
- Understanding of pipeline management with ability to source prospective clients
- Ability to perform well as a team member and independently in competitive environment
- Strong organization, and multitasking skills to handle multiple tasks simultaneously

### PROFESSIONAL EXPERIENCE

#### Financial Executive – Sale Representative

2016 – Present

AWQAF (UAE)

- Working closely with departments and providing consultancy role
- Assisting line managers to understand and implement policies and procedures.
- Involved in HR practices: planning, training including instructions for new staff.
- Preparing weekly accounting or liquidation of cash requests with accounts department for cache
- Updating all data in System related to Manger department and preparing annual report related to M issues.
- Maintain contact lists and follow up with customers to continue relationships

#### Financial Services Officer

Sep 2013 – Mar 2015

Chinguitty – Bank In Mauritania

- Performed the duties of Transferring, Deposits and handled bank grantees transactions.
- Responsible for Accounting, Financial analysis, internal audit, Cost and value added accounting
- Planned marketing strategies, executed prospective client outreach, and developed sales presentations
- Reviewed insurance regulations to ensure each policy sold meets state requirements
- Demonstrated a proactive approach to enhance the bank's visibility and growth through personal contacts and business development calls.

### CERTIFICATES

- Practical and work at chinguitty – bank in local operations 2013 - 2015
- Windows, MS Office, Browsing internet, Networks. 2016
- French Language year at alliance Franco -Mauritania 2016
- Certificate from national security institute U.A.E (Security and safety) 2015
- Emirates driving license 2017