

ABDULLA ALJABAI



📍 Dubai & ALAIN, UAE

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SUMMARY

I am looking for a challenging opportunity where my education and work experience will have valuable application and contribute to the ongoing success of the organization. I want to work in a competitive environment that nurtures professional growth, rewards innovation, values integrity, and acknowledges hard work.

SKILLS

- Plan, Organize, Monitor, and control the operations functions
- Banking Products, services, analytical and problems solving.
- Team orientation, hardworking and leadership.

EXPERIENCE

Accounts Manager, 11/2020 - Current
ICICB GROUP INVESTMENT LLC, Dubai, UAE



- Managing a company's relationships with its customers and coordinating the collection, consolidation, and evaluation of financial data; and preparing special reports
- Completed month-end and year-end closings, kept records audit-ready and monitored timely recording of accounting transactions.
- Monitored revenue and expenses to confirm financial status.
- Supervised accounts payable and accounts receivable for accuracy and completeness.
- Established chart of accounts and defined accounting policies and procedures to maintain accounting controls.
- Bank reconciliation.
- Vat structuring of operation

Banking Branch Operation Manager, 09/2014 - 02/2020
Ajman Bank, Dubai, UAE



- Plan, Organize, Monitor, and control the operations functions of the branch, to ensure the timely delivery of the service to enhance customer satisfaction.
- Perform operations functions, such as registers, signature updates, new staff code, staff training on the system, and new cost center account for the branch if need it.
- Monitor the branch cash limits and adjust the limit as per business needs or special occasions.
- (A) Authorized Signature
- Coordinate with the account services Unit and ensure the discrepancy levels are kept to the minimum.
- Built strong rapport with new and existing clients to better serve financial needs and promote branch loyalty.

- Verified cash by balancing cash drawers and maintaining cash count records.
- Conduct regular surprise audit checks in the branch operational functions to ensure compliance by Tellers, back-office staff, and branch operations management.
- Ensure adherence to AML and KYC requirements

Banking Head Teller & Acting Operation Manager, 03/2008 - 08/2014
Noor Islamic Bank, AL AIN , UAE

NOOR BANK

- Accountable to lead the Tellers and ensure that all tellers related activities at the branch are preformed, efficiently, and error-free
- Responsible for mitigating the branch's risk and ensuring full compliance with bank and central bank policies and regulations.,
- Joint custodian with BOM branch Keys and Vault, Alarm.
- Follow and complete branch renewal TL, alarm
- (B) Authorized Signature
- Ensure all tellers transactions and due diligence is carried out with respect to money laundering and other regulatory requirements
- Daily check the teller's cash and review daily vouchers and ensure no cash difference
- Manage tellers, cash requirements of the branch
- Updated the exchange rate board daily
- Process drafts, Banks' cheques and all type of clearing/collection.
- Performed currency transaction reports for foreign currency.
- Served large number of customers during high volume shifts and remained composed and professional in stressful situations.

Banking Teller, 11/2005 - 03/2008
Abu Dhabi Islamic Bank, AL AIN, UAE

ADIB 

- Ensure the processing of financial transactions error-free and in a manner that is personalized, effective, efficient while minimizing operational risk
- Accountable to service customers by receiving a request for cash deposits, withdrawing cash, processing Cheques, and handling all other transactions requested.
- Processing of all teller counter service transactions such as cash deposits/withdrawals, drafts, TT, payment orders, standing orders, foreign currency purchase & sales, cheque deposits, etc.
- ATM reconciliation and balancing.
- Main Vault custodian and controlling the cash for tellers, vault and ATM.
- Supervises other bank tellers and their cash drawers.

Accountant, 09/2003 - 11/2005
Metallic Equipment Commercial Agencies EST, Abu Dhabi, UAE

 **Metallic Equipment**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, payable/receivable, and other reports.
- Track the accounts receivable/payable between branches.
- Do the journal entries and the posting to the general ledgers.
- Bank reconciliations.
- Control the stock movement through checking the material transfer vouchers between branches.
- End year balance sheet. Assist the auditor's office to complete a full-year audit.
- Prepared monthly and year-end closing statements, financial documents and invoices.

EDUCATION

UAE University, Economic College (AACSB), ALAIN, UAE, 2002
Bachelor's degree: Accounting

Khalid Bin Al Waleed Secondary School, ALAIN, UAE, 1997
Higher Secondary School Certificate

LANGUAGES

Arabic: First Language

English: C1

Advanced

NATIONALITY

- Jordanian

TRAINING COURSES
& CERTIFICATES

- Sharia Training Program on Islamic Banking - DEC 2016.
- Introduction to Banking Products and Operations - APR 2011.
- Sharia Banking the Islamic Way - MAR 2010.
- Fraud and Governance Training - MAR 2010.
- T+0 Clearing & cheque Security Training -DEC 2009.
- Team Building -JULY 2009.
- Payroll / Salama insurance - MAR 2009.
- KYC / AML Training - MAR 2009.
- Fraud Awareness Session - FEB 2009.
- Teller System Training - FEB 2009.
- Fundamentals of Islamic Banking - JAN 2008.
- Information Security Briefing - NOV 2007.
- Anti-Money Laundering (Advanced) - JUL 2006.
- Anti-Money Laundering (Basic)- MAR 2006.