

CURRICULUM VITÆ

TAGRIED MUSTAFA OSMAN KULEIB

Personal Information

Gender :Female

Date of Birth : 11-11-1989

Summary

Intend to build a career with leading corporate of world that we live in, with committed dedicated people, which will help me to explore myself fully and realize my potential in the possibility of career advancement, where the works require greater responsibility for the mutual benefits of the company as well, I have knowledge in computer system and two and a half years job experience, I am willing to learn more and more things especially of those from where I can develop my skills, I have a good interpersonal skills, strong business sense and quick analytical mind, I'm looking forward to more new challenges in my life.

Experience

May 2017 – Current

Arab Bank for Investment and Foreign Trade – AL MASRAF

Job Title : Office Assistant – Trade Finance Dept.

Responsibilities

- Give comprehensive middle office support to Letter of Guarantees and Letter of Credit by processing its transactions along its related Trade Finance functions, following up.
- Guided by complete process flow, approved policies and procedures and the SLA.
- Process issuance, amendment requests, cancellation requests and ensure that it is done in accordance with related local and international rules and practices as well.
- Input transactions data to the Trade Finance automated system, swift messages, advices and letters.
- Prepare and initial, as maker, all relative financial and non-financial transactions and post same to Intellect as well and ensure timely and accurate posting procedure.
- Prepare messages in Swift to the correspondent banks in case of clarification/ ratification of irregularities.

Experience

March 2013 – May 2017

National Bank of Abu Dhabi

Job Title: Trade Product Officer – Middle Office– Trade Finance Dept.

Responsibilities

- Give comprehensive middle office support to Local Letter of Guarantees by processing its transactions along its related Trade Finance functions, following up.
- Guided by complete process flow, approved policies and procedures and the SLA.
- Process issuance, amendment requests, cancellation requests and ensure that it is done in accordance with A & O M manual requirements and related international rules and practices as well.
- Input transactions data to the Trade Finance automated system, swift messages, advices and letters.
- Prepare and initial, as maker, all relative financial and non-financial transactions and post same to Intellect as well and ensure timely and accurate posting procedure.
- Prepare messages in Swift to the correspondent banks in case of clarification/ ratification of irregularities.
- Liaise with clients and have direct communication with them, and getting the guarantee request and clarifying their doubts.
- Getting approvals from Appropriate Approving Authority to proceed with the client's request.
- Forwarding Client's request to Back office after getting appropriate approvals.

Experience

December 2011 – February 2013

National Bank of Abu Dhabi

Job Title: Administration and Operations Assistant– Trade Finance Dept.

Responsibilities

- Arrange to register incoming swifts, and then segregate according to the concerned section.
- Register incoming mails.
- Request for stationery and maintaining stocks.
- Register incoming documents
- Filing of EDMS and Swift Acknowledgements

Experience

July 2011 – November 2011

National Bank of Abu Dhabi

Job Title : Shares Register Officer

Responsibilities

- Servicing clients as customer service.
- Answering phone calls and clarifying inquiries to customer related to shares issues.
- Maintaining filling for all deliveries to customers (delivering original cheques).
- Sending requests to Back office for issuing cheques according to customer's request.

Personalities

- Ability to perform and complete work as instructed.
- Quick learner and up to date with latest technologies.
- Can work in a group and independently.
- Competent with heavy workloads and minimal supervision.

Skills

- Fluent speaking and writing in Arabic and English.
- Good computer skills ability to work on Microsoft Word, Excel, PowerPoint and Outlook.

Education

2020

- Certificate for Specialists in Demand Guarantees –December 2020

2013 – 2015 Al Khawarizmi International College

- BBA – Completed Bachelor in Business Administration, Major: Accounting.

2008 – 2010 Al Khawarizmi International College

- BA - Completed Diploma in Business Administration, Major: Accounting.

2007 Al Salam English Private School

- IGCSE – Completed High School Level and achieved International General Certificate of Secondary Education.

Interests

- Reading books, journals, newspapers
- Sports: Basketball, Badminton.

References

Available at request.

To contact me please call me on my mobile number : 052-8924103 or you can reach me on my email address : tagried.mk11@gmail.com