

Danah Bahlawan curriculum vitae

Personal details:

Name: Danah Abdullah Bahlawan birthday : 18/04/1989
Nationally: Kuwaiti mobile : 60666091
Email : danah89bahlawan@outlook.com marital status : single

Objectives:

Seeking for highly challenging career, so I can use my potential skills and professional experience with positive manners and attitude

Providing high quality in leading

Highlight of qualification:

- Outstanding problem solving and communications skills
- Highly efficient and work well under pressure
- Strong ethic and organizational skills
- Sales skills
- Internal auditing to follow the procedure and policies
- Strong skills in customer service

Work experience:

1- Alahli bank of Kuwait 2011-2014 retail banking

Accept cash deposit and withdrawal, deposit and cash cheques .

Balance cash drawer in accordance with bank procedure.

2-alahli bank of Kuwait relationship officer

Ensure maximum security of confidentiality of customer assists.

Provide accurate information to customer in clear and professional manner.

Communicate effectively with customer co-worker and managers through a variety channel including emails, phone and handling daily customer service concerning opening accounts, providing bank loans and credit cards and follow up with customer issue.

2- 2014-2017 burgan bank

Retail banking – operation officer in centralized verification unit assets and liability operations department.

Checking and auditing documents sent from bank branches, checking reports and update data in system.

Update operation bank branches staff with any new instruction.

2-Ahli united bank relationship officer 2017-2019

3- Gulf bank relationship officer 2019-2023 Support senior relations manager to manage daily activates and develop the customer portfolio, also I have an experience with corporate clients I open bank accounts for companies and request online banking and ATM cards, also referred them to point of sales machines department to have a deal with them .

Long experience with individual customers by taking loans and opening accounts and transferring their salaries to gulf bank and do cross sales to them , and I am updated with product and service every month for my work , I build a good relationship with customer so he can provide me with new referrals and new customers .

5-2023-untill now Accountant in public authority of housing welfare

Prepare assets and liability and capital account entries by complaining and analyzing account information

Documents financial statement transaction by entering account information

Record financials action by analyzing account options

Secure financial information by completing data base backups

Handling vouchers sent from central bank of Kuwait

Training :

Alahli bank academy 2011 English for business etiquette 2011

Professional banking greeting 2011 English conversations skills 2012

Anti-money laundry every year english for banking emails 2019

Language and computer skills

Build a solid foundations in English : know the fundamentals in English grammar , can understand spoken in English in a variety of situation language's

Arabic mother tongue // English very good

Microsoft word – excel – power point expert