

Remon Ramzy Rezk



8 Abou Zeid El Helaly St. from El Manzra St. 11231
Marital Status: Single

Nationality: Egyptian
Military Status: Exempted

Education

2000 - 2004

**Bachelor Degree In Accounting Department, English Section .
Ain Shams University – Cairo, EG**

Accounting, Management ,Economy,Finance , Financial Management, Economic Studies,
Banking Accounting , Governmential Accounting, Managerial Accounting

Work Experience

Aug.2014 -
Jul 2016

Customer Account Officer – Operation Officer.

Collection, Clearing Officer & Treasury Back Office Officer– Emirates NBD Bank, EG.

- ☑ Receive Inward Session Checks From CBE, Disburse it from Customers Accounts Automatically, Manually after Confirming Signatures Verification for Customers Checks & Determined Dates, Return Unpaid Checks for Insufficient Balances or For Not Verified Signatures.
- ☑ Receive Outward Session Cheks From CBE, Copy it via Sorter System , Feed its Data In Daltex System, Add the Balances of this Checks to Bank Clients Accounts “Under Collection Sub-Accounts”, send Outward Session File to CBE To be Collected
As Day+1 worth or Day+2 Worth, Also Receive Returned Checks From CBE, Issue Invoices, send it to Branches or Postponed Checks Dep. or to be Re-Collected.
- ☑ Assisting in meeting the bank’s cash requirements on a day-to-day basis
 1. Analyzing and anticipating the Bank’s need for cash to ensure that adequate funds are available when needed
 2. Prepares plans for the provision of such funds and makes recommendations concerning the sources of such funds
 3. Establishing and maintaining systems and procedures for monitoring the banks daily inflow and outflow of cash
- ☑ Assisting in managing the bank’s relationship with local and overseas banks and other financial institutions
 1. Establishing and maintaining efficient banking arrangements necessary for the management of bank balances and other funds
 2. Determining the bank’s overdraft and uncleared effects needs and securing same from through banking relationships.
- ☑ Pricing of the banks products and services (investments, currencies, etc)
 1. External monitoring of prices available on banking products and services

2. Pricing banking products and services on a day-to-day basis and making same available to general staff.

☑ Assisting in carrying out the bank's settlements function

1. Tracking available balanced in the bank's current accounts and ensuring availability to meet drawings
2. Monitoring items being lodged to current accounts and making arrangements to ensure bank receives value in shortest possible time
3. Approving all wires and immediate debits to the bank's current accounts.

☑ Hedging against risk positions

1. Monitoring position balances
2. Identifying and establishing hedge positions to mitigate against risk positions.

☑ Preparing assigned reports

1. Gap reports and sensitivity analysis, Cash flow reports

**Apr.2010 –
Jul. 2014**

Customer Account Officer – Operation Officer.

Data Quality, Opening Account Officer & Remittance Officer– Emirates NBD Bank, EG.

☑ Checks details of customer's applications and ensure full information available prior to execution.

☑ Completing all accounts opening applications received from branches accurately & efficiently as per policy and approved authorities.

☑ Process all customer accounts amendments\ closing received as per policy & procedures

☑ Transfer Funds for Customers Accounts, make manual Salaries & Automated Salaries For Payroll Customers Accounts, Settling Accounts” Debit, Credit Interest” ,make Forex For Bank’s Customers, issuance Checks For Bank’s Suppliers.

**Aug .2007–
Mar. 2010**

Financial Accountant.

Financial Representative for Reservation, Purchases– Shamousa Village Resort, EG.

☑Analyze financial and operating data, Audit Reservation, orders & vouchers.

Training

Aug 2016 "Advanced Trade Finance "at "Egyptian Banking Institute".

Jul 2016 "Professional Export Specialist" at "Foreign Trade Training Center"
& "Industrial Training Council" under the Ministry of Trade and Industry.

Mar 2012 "Team Challenge" at "American Chamber".

July 2012 "Money Anti-Laundry" at "" Egyptian Banking Institute".

July 2006 "Advanced Analysis in Forex Market" at "Smart Vision Academy.

Jun 2004 "Banking Accounting & Financial Analysis Course" at Ain Shams
University.

Personal Skills

- Verbal Communication at all levels, Writing Skills
- Very good in MS. Office
- Reporting Skills.
- Highly self-motivated, ambitious.
- Well organized and able to cope under pressure
- Excellent interpersonal, negotiating skills & presentation skills.
- Listening Attentively, Speaking Effectively and Persuading.
- Co-operative and a team player.
- Ability to use initiative, Customer Focused.
- High-level innovation and creativity & Precise and ambitious.

Language Skills:

- English: Good Command of spoken, written and reading English.
- Arabic: Native Language Arabic.