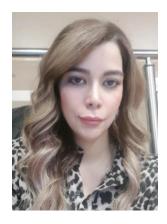
# Curriculum Vitae



# Manar Abou Aldahab

Tel. 00963-933-886752 /Email: Manar59276@gmail.com

Midan - Damascus, Syria.

#### **Personal Information**

- Full Name: Manar Abou Al Dahab

- Date/ Place of Birth: Damascus 27/04/1987

- Gender: Female

- Nationality: Syrian

- Marital Situation: Married

## **Education:**

- \* Master in banking and finance in higher institution of business administration ( Hiba)
- \* Master in quality management from Syrian virtual university
- \* University degree from Damascus, Faculty of Economics/ Banking and Insurance /

# **Experience:**

## Nov 2021-till now: Management information system Supervisor in Syria Gulf bank

- Design, monitor and analyze the required reports
- Develop reports that meet all specifications and requirements
- Provide regular reports to all departments

-generating reports to ensure new products testing before lunching (electronic payments, P.O.S ...etc.)

#### Sep2013 – Apr2018: Operations supervisor in Qatar National Bank – Syria

- ATM daily reconciliations, approving cards issuance, renewal, and following up commission deduction
- Bank reconciliation
- Clearing cheques
- Inward-outward transfers
- -Swift authorization messages
- review Treasury back office deals execution
- -Loans and bills execution approvals

#### Sep2016 – Apr2018 Business analysis Supervisor-Qatar National Bank

- -Coordinate with Qnb –Doha to solve problems that faces all department
- supporting all banks departments to solve problems with the banks system
- -Management information system support in business details

#### Jan 2010 – 2013: Credit Operation Officer in Qatar National Bank – Syria

- Preparing credit execution environment.
- following up (loans execution, discounted bills entries, the overdue installments),
- -matching interest accruals, preparing reports for (all credits' granted limits, unpaid dues and its penalty),
- Execute the credit approvals, Assign customer's limit, add and maintain customer's collaterals
- review policies and procedures for related operation transaction.

#### Jan 2010 – Jan 2012: Reconciliations and control analyst in Qatar National Bank – Syria

- -follow up and maintain the banks' current accounts balances with correspondent banks
- check commissions and interest which posted by other banks.
- prepare monthly reports of banks accounts balances with other banks

# Jan 2010 – Jan 2012: Pay Roll Officer in Qatar National Bank – Syria

- posting monthly salaries for customers and follow up all bad records.

#### Apr 2009 - Jan 2010: Credit Corporate back office operations department in Arab Bank Syria.

- -Executing (discounted bills, the granting loans),
- -Settle the matured bills, settle matured loans installments,
- Testing new retail products.

#### **Courses & Training**

- -Workshop in First Time Manger Essentials presented by Dr. Jozeph Hadad.
- -Training on credit operations in QNB- Doha, Qatar.
- -Testing system upgrade in QNB -Doha
- -Training in banking concerned in all the bank operations in Arab bank-Syria:

(Trade finance department, financial services, credit facilities, financial management, customer service, inward and outward transfers).

- -A course in Intermediate accounting at IAC center for three months
- -A workshop in Marketing and Management at MMC center, Damascus for fourteen days
- -Trained in the international bank for trade and finance for 45 days in customer service department.
- -A course in stock market at TRADE WELL Company for two months learned to open and close accounts
- -Trained in Western Union for money transfer
- -Trained in the COMMERCIAL BANK branch 15, Damascus: trained in all the bank's departments for three months
- -A course in Microsoft excel at SBS center for one month
- -A course in Microsoft Access at SBS center for two months
- -Studied French language at centre culturel français de damas and reached level 4.

Effective writing skills course in Ousos training center

- -Trade finance course in Qnb academy
- -Equation system training by Misys
- -Leader ship and management skills
- -First manager step course

#### **Skills**

-Arabic: Mother Tongue

-English: Very Good (speaking, reading and writing).

French: Fair

-Computer: Good (MS Word, Excel, power point, Outlook and Internet)

- -Ability to learn quickly and working as a team
- -Work under pressure.