

# Curriculum Vitae



## Personal Data

<b>Name</b>	Hamzeh Al Sabbagh
<b>Date of Birth</b>	8 <sup>th</sup> NOV 1989
<b>Nationality</b>	Jordanian
<b>Marital Status</b>	Single

## Education & Professional Certificates

- Jordanian Certified Public Accountant (JCPA), 2014
- Financial analyst diploma (135 hour). 2015
- Master degree in Business administration from NYIT with a Grade point average (Very Good)
- BA degree in Accounting from the University of Jordan with a Grade point average (Fair).
- High school education; Tawjihi graduate from the Modern System School - class of 2007.

## Languages

- Fluent Arabic. (Mother tongue)
- Fluent English. (written and spoken)

## Skills

- Hard working.
- Capacity to work under pressure.
- Good communication skills.
- Managerial experience.
- A good team player and team leader.
- Valid Driver's Licence

## Computer Skills

- Microsoft Office (Word, Excel, Access, PowerPoint...)
- Internet
- Typing (in both English and Arabic at a speed necessary for successful job performance)
- Filing
- Web-browsing

## Courses

- TOFEL Certificate



## Employment History

<b>Company</b>	<i>Institute of banking studies. Joint Effort Group. Pioneers</i>
<b>Position</b>	<b>Trainer</b>

### Courses:

- Financial Statement analysis.
- Accounting for non-accountant.
- Cost Accounting for control and decision-making.
- Managerial accounting.
- Financial Statement analysis.
- Auditing and auditing international standard.

<b>Company</b>	<i>Cairo Amman Bank</i>
<b>Duration</b>	December 2015 – Present.
<b>Position</b>	<b>Credit Analyst / Corporate and SME's</b>

### Job Responsibilities:

- Carrying out credit checks on corporate and personal loans.
- Assessing the credit risk and viability of potential and existing clients and establishing their current credit limit.
- Providing financial guidance to control credit use while minimising dispute and upholding effective payment.
- Identifying and mitigating against risk issues.
- Working with a production and collections unit and negotiating disputes to resolve and document the root cause.
- Working in a team of goal driven personnel to contribute to the success of the credit department.

<b>Company</b>	<i>Jordan Commercial Bank</i>
<b>Duration</b>	August 2013 – November 2015.
<b>Position</b>	<b>Financial Analyst &amp; Credit Review / Corporate</b>

### Job Responsibilities:

- Gathering information.
- Reading financial briefings.
- Analysing financial information, such as statements, management accounts and cash flow statements.
- Assessing the credit worthiness of client companies.
- Advising and recommending changes to policy and procedure.
- Staying informed about the legal, compliance and market-risk-related issues involved in the approval of credit.
- Undertaking risk assessment analysis.
- Visiting clients.

<b>Company</b>	<i>Arab Life &amp; Accidents insurance company</i>
<b>Duration</b>	May 2013 – August 2013
<b>Position</b>	<b>Accounting Reinsurance Officer</b>

**Job Responsibilities:**

- Assist in ensuring monthly coding of movement related to global CATASTROPHE losses & Per Risk claims, are entered in the Excess of Loss processing tools.
- Assist in the evaluation of contract wordings in order to determine coverage and indemnity owed to loss according to the terms and conditions of the original policy and reinsurance contract.
- Provide support to technical team in the resolution of broker and reinsurer queries.
- Help to update Excess of Loss processing tool with new reinsurance treaties on a timely basis.
- Provide assistance in the calculation of reinsurance recoveries and accounts on a quarterly basis
- Has a track record for consistently meeting deadlines

<b>Company</b>	<i>Kathraba for investment</i>
<b>Duration</b>	December 2011 – April 2013
<b>Position</b>	<b>Financial Coordinator</b>

**Job Responsibilities:**

- Budget Oversight.
- Financial reporting.
- Directing financial activities.
- Coordinate and Record all transactions.
- Monitoring all pay practices and overseeing the variable pay systems within the company including raises and bonuses.

<b>Company</b>	<i>Comprehensive Logistic Services</i>
<b>Duration</b>	February 2010 – December 2011
<b>Position</b>	<b>Operation Officer (Part Time)</b>

**Job Responsibilities:**

- Read and route incoming mail
- Meet and assist for the incoming people

**Hamzeh M. AlSabbagh**  
1<sup>th</sup> Dec, 2015