



# MOHAMED HAJJI

## WORK EXPERIENCE

### **Intern / an insurance company ( Saham assurance) Tiznit, Morocco**

From December 2018 to February 2019

Assist the director and answer client's questions about the products and services

### **Restaurant Manager – Riad Salam, Tiznit, Morocco**

From July 2018 to September 2018

Manages daily operations, staff schedules, and salaries. Ensures excellent service by implementing effective work methods and maintaining high standards.

### **Intern / Idbahmane Aluminium Tiznit, Maroc**

**accountant** From February 2018 to May 2018

Handles financial records, prepares reports, manages budgets, tracks expenses, and ensures accuracy in all financial transactions.

### **Intern / Super marche AL Izdihar Tiznit Morocco cashier**

From September 2017 to October 2017

Handles customer payments, provides receipts, manages the cash register, and ensures accurate and efficient transactions.

### **Teller / ALFARDAN EXCHANGE QATAR**

from September 2019 to January 2022

Processes international money transfers using Western Union and AFX systems, handles currency exchange, verifies customer identity, and ensures secure, accurate and compliant financial transactions.

### **Bank representative /BANK OF AFRICA QATAR BRANCH**

From January 2022 until present

provide information on bank products and services including money market accounts loans, credit cards, and savings accounts

## CONTACT

+974 77120003

Doha, QATAR

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19-12-1996

## LANGUAGES

- Arabic
- English
- French

## SKILLS

- Financial analysis
- Preparation of financial reports
- Internal and external auditing
- Tax compliance
- Bank reconciliations
- Excellent knowledge of accounting and tax regulations

## CERTIFICATIONS

• **MASTERCARD Multi-Currency Card Training – Alfardan Exchange**

• **Anti-Money Laundering (AML) Training – Alfardan Exchange**

• **Customer Service Training Alfardan Exchange**

## EDUCATION

**2015-2017**

**Two-year University degree in ECONOMIC & MANAGEMENT SCIENCES / University of Ibn Zohr Agadir, Maroc**

**2014-2015**

**High School Diploma in ECONOMIC & MANAGEMENT SCIENCES / lycée Al Massira El khadra Tiznit, Maroc**