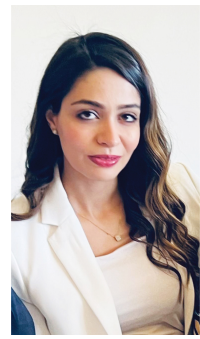


Bayan Malhas

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Objective

A highly motivated, detail-oriented professional with a strong background in finance and entrepreneurship. Seeking a challenging position to leverage my skills and experiences to contribute to the organization's success and growth.

Professional Summary

- Over 5 years of experience in finance and entrepreneurship with a proven track record of success in various roles.
- Strong communication and interpersonal skills, with the ability to work effectively in a team and independently.
- Demonstrated ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Adaptable and quick learner, eager to expand knowledge and skills in new areas.

Education

Bachelor of Science in Finance
University of Jordan, Amman, Jordan
2010 - 2013
Grade: Good

Experience

Business Owner
Balloons Shop and Julia Flowers Shop, Amman, Jordan
2016 - Present

- Managed daily operations, including inventory control, order fulfillment, and customer service.
- Developed and executed marketing strategies to increase brand awareness and drive sales growth.
- Monitored financial performance, prepared budgets, and made data-driven decisions to improve profitability.
- Built and maintained relationships with suppliers, negotiated contracts, and ensured timely delivery of products.
- Recruited, trained, and supervised staff, fostering a positive work environment and promoting teamwork.

Teller

Housing Bank, Amman, Jordan

2014 - 2015

- Managed cash transactions, including deposits, withdrawals, and transfers, while ensuring accuracy and efficiency.
- Provided excellent customer service by addressing inquiries and resolving issues in a timely manner.
- Cross-sold bank products and services, identifying customer needs and recommending appropriate solutions.
- Maintained up-to-date knowledge of bank policies, procedures, and regulatory requirements.

Internship - Financial Assistant

International Relief and Development, Amman, Jordan

February 2014 - August 2014

- Assisted in the preparation of financial reports, budgets, and forecasts, ensuring data accuracy and completeness.
- Supported the financial management of projects, including expense tracking, invoice processing, and contract administration.
- Conducted financial analysis and prepared presentations for management review.
- Collaborated with team members on ad hoc tasks and projects as required.

Skills

- Financial analysis and reporting
- Budgeting and forecasting
- Strong attention to detail
- Effective communication and negotiation
- Time management and multitasking
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint)
- Customer service and relationship management

Languages

English: Proficient

Arabic: Native

References

Available upon request.