

JOEL PIFAH

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Doha/Al Azizia Street

**CAREER OBJECTIVE**

Having a strong knowledge in economics and finance, I found a balance between spiritual life and materiel well-being by concluding my certification in Islamic finance. Adept of responsible finance, I would like to build a career in Islamic finance, especially in shariah compliant investments and Islamic insurance.

WORKING EXPERIENCE**Assistant Manager (Partime Job)**

Kobita Trading WLL

B Ring Road, Retaj Building

March 2017 – August 2019

- Optimizing profits by controlling costs.
- Hiring, training and developing new employees.
- Maintaining an overall management style that follows company best practices.
- Providing leadership and direction to all employees.
- Preparing and presenting employee reviews.
- Organizing employee schedule.
- Taking disciplinary action when necessary.
- Liaise between managers, sub-contractors and employees
- Serve as acting General Manager when necessary

Procurement Officer

Building System Integration Ltd. (BSI)

PO BOX: 22814, New Industrial

April 2015 - December 2016

- Prepare and maintaining records of all purchasing orders
- Take dated and current purchase orders from business transactions
- Code all items on purchase orders and enter items in the system
- Print and organize copies to send to companies and payroll departments
- Stamp and code vendor invoices and create new purchase order numbers

Logistic Officer

Qatar Solar Energy (QSE).

PO BOX: 23072, new industrial area

August 2013 - February 2015

- Coordinated with field offices to identify procurement requirements.
- Prepared bid evaluation forms for field and donor review.
- Provided regular status reports to field offices.
- managing sub-contractors to deliver their package of goods or services
- Control materials in and out of factory.
- Manage all movements to and from site and keeping associated records.

Customer Services

Afriland First Bank

PO BOX 3487 Douala/Cameroon

April 2011 – May 2013

- Assisting and convincing customer to apply business loan.
- Preparing (DSR) Daily Sales Report.
- Collecting and preparing the customer data from outside
- Collecting and preparing the customer calls on the phone.
- Preparing and checking the bank statement and all require documents.
- Result: Student account, 20% increase.

ACADEMIC QUALIFICATION

- **CIFE**, Certified Islamic Finance Expert (Islamic Insurance Professional and Certified Islamic Banker) **Aims Education, UK (2019)**.
- **BSC** of Arts / International Business / **Polonia University in Czestochowa (2012)**.
- **HND** in Business Administration / **Bertoua University Institute, East Cameroon (2008)**.

PERSONAL DETAILS

Age: 37 years old
Date of Birth: November 09, 1983
Civil Status: Married/02 children
Citizenship: Cameroon

SKILLS

- Able to communicate effectively in a professional business manner and as a member of a team Strong written and verbal communication skills acquired through study and work.
- Demonstrated quantitative and analytical skills with strong attention to detail
- Ability to handle multiple tasks and meet deadlines
- Proficient in Microsoft Word, Excel and the Internet
- Islamic Business Management
- Knowledge in Islamic economic, Islamic modes of finance, Islamic commercial and investment banking, Takaful, and Islamic macro-economics.
- Ability to take initiatives and work under minimal supervision
- Positive attitude with excellent time management skills
- Enthusiastic, hard-working and eager to learn.

SEMINARS & WORKSHOPS ATTENDED

- Background in Asset Management
- Training in project management
- Training in Small and Medium Enterprises in ACED (Association Cameroon Development Companies)

I hereby certified that the above information is true and correct to the best of my knowledge and belief.

Joel Pifah