

PERSONAL INFO

DATE OF BIRTH
18 June 1999

NATIONALITY
Jordanian

VISA STATUS
Available upon
employment

DRIVING LICENSE
Valid — Jordan

RELOCATION
Ready to relocate to UAE

SKILLS

Treasury & Cash Flow

Executive Administration

Financial Reporting

Customer Service

Communication

Microsoft Office

Problem Solving

Time Management

Team Leadership

LANGUAGES

Arabic Native

English Fluent

Virginia Marji

Treasury Coordinator · Business Administration

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Results-driven Business Administration professional with 3+ years of progressive experience spanning treasury coordination, executive administration, and banking operations. Proven track record in cash flow management, financial reporting, and stakeholder communication across hospitality and financial sectors. Seeking to leverage my financial acumen and organizational expertise in a dynamic UAE-based organization.

PROFESSIONAL EXPERIENCE

Treasury Coordinator

Apr 2025 — Present

Ayla Oasis Aqaba, Jordan Full-time

- Coordinate daily treasury operations including cash flow management, bank reconciliations, and liquidity monitoring across multiple accounts
- Prepare and review financial reports, payment schedules, and fund transfer requests ensuring accuracy and timely execution
- Liaise with banking partners to manage corporate accounts, negotiate service terms, and resolve transactional discrepancies
- Monitor foreign exchange exposures and assist in implementing hedging strategies to minimize currency risk
- Ensure strict adherence to internal financial controls, audit requirements, and regulatory compliance standards

Secretary

Mar 2023 — Apr 2025

Ayla Oasis Amman, Jordan Full-time

- Managed executive calendars, scheduled meetings, and coordinated travel arrangements for senior management
- Prepared professional correspondence, memos, reports, and presentations with a high degree of accuracy and confidentiality
- Organized and maintained digital and physical filing systems, ensuring efficient document retrieval and records management
- Served as the primary point of contact for internal and external stakeholders, handling inquiries with professionalism
- Supported HR and finance departments with data entry, timesheet processing, and administrative reporting

Customer Service, Teller & BTA

Oct 2021 — Jan 2022

Bank al Etihad Amman, Jordan Internship

- Managed daily teller operations including cash handling, deposits, withdrawals, and fund transfers with 100% accuracy
- Delivered outstanding customer service to 50+ clients daily, resolving inquiries with professionalism and efficiency
- Ensured full compliance with Central Bank of Jordan regulations, internal policies, and AML protocols
- Processed account openings, KYC documentation, and customer verification in line with regulatory standards

EDUCATION

Bachelor of Business Administration

Feb 2018 — Feb 2022

University of Petra Amman, Jordan

- Comprehensive coursework in management, marketing, finance, accounting, and organizational behavior
- Developed analytical and strategic thinking skills through case study analysis and business simulations
- Gained practical knowledge in project management, business planning, and market research methodologies

CERTIFICATIONS

ICDL — International Computer Driving Licence

Petra University

Mar — Aug 2021