

FAHAD ALGHAMDI

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An enthusiastic Operational Manager. Innovative and always eager to learn. Interested in financial in general and banking in specific. Looking to grow my skillset and expand my knowledge base.

EXPERIENCE



DEC. 2016 – PRESENT

OPERATION MANAGER, SAUDI NATIONAL BANK

Responsibilities include:

- Establish, and facilitate a financial institution's method of doing business.
- Oversees all transaction reports and ensures that a high degree of accuracy.
- Carrying out assessment of the activities and performances of the banking staff.

DEC. 2014 – DEC. 2016

HEAD TELLER, SAUDI NATIONAL BANK

Responsibilities include:

- Supervises a teller line that processes a variety of financial transactions.
- Assists tellers with more complex tasks, approves exception transactions.

NOV. 2011 – NOV. 2014

TELLER, SAUDI NATIONAL BANK

Responsibilities include:

- Serves customers by completing account transactions.
- Provides account services to customers by receiving deposits and loan payments.
- Sells cashier's checks, traveler's checks, and series e bonds.

APR. 2011 – OCT. 2011

CUSTOMER SERVICE SPACILIST, SAUDI TELECOM COMPANY



EDUCATION



DEC. 2011

HIGH DIPLOMA COMPUTER PROGRAMMING,

INSTITUTE OF PUBLIC ADMINISTRATION, RIYADH, KSA

TRAININGS AND CERTIFICATIONS

- PPC, SAMA
- Operational Risk Management
- Combating Money Laundering
- Anti-counterfeiting Currencies

SKILLS

- Teamwork.
- Presentation and Speech.
- Problem solving.
- Team Leadership
- Communication skills.