

Nawaf Abdulaziz Al-Mutair

☎ 0546615916

✉ N.a1984@hotmail.com

📍 Riyadh

📅 28/12/1404

Languages

Arabic ★★★★★

English ★★★☆☆

Skills

- Using Computer
- Work under pressure
- Self-motivation
- Problem solving
- Teamwork
- Training and preparing of new employees in managing share transactions
- Good with secretarial and office tasks through printing letters and communicating with outsiders

Education

Diploma of Financial Accounting

College of Technology

Grade: Excellent with the second class of honors

Experiences

• Local stock broker

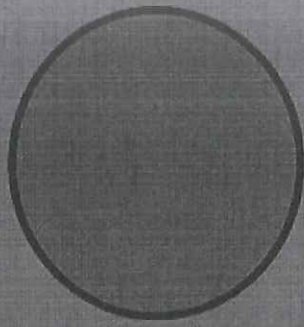
26/8/2006-Present

• Local stock broker

Bank Al Jazeera - 2 years

Job Responsibilities

- Local stock broker
- Gulf and international stock broker
- Assistant Manager of Gulf and International stock and Institutional Services
- Director of International Stock transaction and Institutions department
- **Daily Custodian to settle with the customers by matching the trade orders and currency adjustments**
- **Quarterly custodian by sending reports and demand quarterly commissions for conservation**
- **Master (Broker & Custodian) Equator system**
- **Senior Manager Brokrage and Custodian Opreation**



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Institutional Services

- Communicate with foreign institutions that want to invest in the Saudi market
- Provide them with copies of the evaluation of their portfolios
- Follow-up their profits
- Providing them Quarterly reports showing balances at the end of that period
- Make cash and their shares transfers

Courses

- ICDL course
- Financial intermediation course
- Time management under work pressure course
- Investment Management course
- CME course
- Customer care by phone course
- Basic concepts of investment course
- PMP course
- Certificate of Dealing with securities
- Certificate of Anti-Money Laundering