

Abdulrahman Nahar Alsuwailem

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Objectives:

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Educational Qualifications:

Bachelors Degree of Business Administration in Public Administration

Jun 2012

King Abdulaziz University

Diploma of Commercial Accounting

May 2007

Institute of Public Administration

Professional Experience

Claims & Disputes and Reconciliation & Settlement Manager

Saudi Payments

2018- To Date

- Manage the reconciliations daily Settlements Reports for Saudi Payment Network (SPAN) and implementation of entries Dr./Cr. in banks
- Manage the reconciliations daily Settlements Reports for VISA and MasterCard and implementation of entries Dr./Cr in banks accounts.
- Posting all entries and closing all accounts.
- Manage the Statistical Reports for Saudi Payment Network (SPAN) as monthly basis.
- Manage and administration Claims Processing System (CPS) day by day to measure Banks performance.
- Oversee the calculation Saudi Arabia Monetary Agency (SAMA) Monthly Fees, Issuing monthly Fees Report and implementation on Banks Accounts.
- Oversee the analyzation of MADA income every quarter to know position each bank
- Oversee the analyzation of MADA cards, transactions volume and value and claims to know how is bank performance?
- Manage and administration Point Of Sales Service (POS SLA) to measure Banks performance.
- Evaluate and Measure Automated Teller Machine (ATM) Service and Point Of Sales (POS) Service

Business Operator

2014 - 2018

Saudi Arabia Monetary Agency (Payment Systems Department)

- Reconcile daily Settlements Reports for Saudi Payment Network (SPAN) and implementation of entries Dr./Cr. in banks
- Reconcile daily Settlements Reports for VISA and MasterCard and implementation of entries Dr./Cr in banks accounts.
- Posting all entries and closing all accounts.
- Preparation Statistical Reports for Saudi Payment Network (SPAN) as monthly basis.
- Manage and administration Claims Processing System (CPS) day by day to measure Banks performance.
- Calculation Saudi Arabia Monetary Agency (SAMA) Monthly Fees, Issuing monthly Fees Report and implementation on Banks Accounts.
- Oversee Analyzing MADA income every quarter to know position each bank
- Analyzing MADA cards, transactions volume and value and claims to know how is bank performance?
- Manage and administration Point Of Sales Service (POS SLA) to measure Banks performance.
- Evaluate and Measure Automated Teller Machine (ATM) Service and Point Of Sales (POS) Service

Accountant

2008- 2013

Saudi Arabia Monetary Agency (Payment Systems Department)

- Reconcile daily Settlements Reports for Saudi Payment Network (SPAN) and implementation of entries Dr./Cr. in banks
- Reconcile daily Settlements Reports for VISA and MasterCard and implementation of entries Dr./Cr in banks accounts.
- Posting all entries and closing all accounts.
- Preparation Statistical Reports for Saudi Payment Network (SPAN) as monthly basis.
- Calculation Saudi Arabia Monetary Agency (SAMA) Monthly Fees, Issuing monthly Fees Report and implementation on Banks Accounts.

Projects

- Participated New Pricing Model for POS service.
- Preparing SLA between SAMA and Banks.
- Automated the GCC reconciliations processes
- Automated Mada settlement
- Implemented QR payment system

Certifications / Training Courses

- Project Management Professional (**PMP**)
- CBOP™ Certified Business Operations Professional (**IABFM**)
- SAP business objects web intelligence (**SAP**)
- Basic Appraisal/ Valuation Principle (**Appraisal Institute**)
- Working Ethics, (**Institute of Banking**)
- Principle of Banking, (**Institute of Banking**)
- English Language Course, (**Institute of Public Administration**)

University Courses:

- Accounting • Investment • Business Finance • Financial Management • Risk & Insurance

Strengths & Skills:

- Diving in Numbers • Accountability • Analysis skills • Microsoft Office • Tableau