




Abdulaziz khaled Alsaikhan

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A highly competent and ambitious individual with excellent record. I possesses excellent communication, and management skills. I am looking to obtain a rewarding and challenging position in a leading reputable organization, where I could invest my knowledge and interpersonal capabilities

EDUCATION

- Diploma In Financial Banking**
Financial Center - Banking Institute
09/2021 *Saudi Arabia*

EXPERIENCE

- Loan Operations Specialist-Loans and Credit Cards Processes**
Banque Saudi Fransi
2014 - 2022 *Riyadh, Saudi Arabia*

Responsibilities

- Specialized in loans and credit cards Processes
- Worked in Personal Loans , Home Loans and Credit cards
- Customers facilitation about the issues related to loans and guiding them in every step
- Processing applications from the branch like the salaries etc
- Keeping track record of the resources of income of employees
- Verification of documents according to the policies of the organization
- Identifying financial, safety or security risks that the client company or organization may face
- Preparing action plans to decrease risk factor
- Gathering confidential financial information from client such as income, assets and debts

MANAGEMENT SKILLS

Effective communication with others

Teamwork and Task Management

Good Communication Skills

Ability to lead a team

Ability to cooperation and commitment with the team

Fast learning and acquiring new skills

TECHNICAL SKILLS

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

Computer proficiency

COURSES

The Art of Dialogue Course

Thinking and problem solving Course

Money Laundering Course

ACHIEVEMENTS

Professional English Certificate From Canada (2020)

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Professional Working Proficiency