

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
09/2014

EXPERIENCE

- **Loan Operations Specialist-Loans and Credit Cards Processes**
Banque Saudi Fransi
09/2014 - 06/2021 Riyadh, Saudi Arabia

Tasks

- 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

Good ability to build constructive social relation

TECHNICAL SKILLS

Computer proficiency

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

COURSES

The Art of Dialogue Course

Thinking and problem solving Course

Money Laundering Course

ACHIEVEMENTS

Professional Certificate From Canada

LANGUAGES

Arabic
Full Professional Proficiency

English
Professional Working Proficiency

INTERESTS

Reading