



## ABDULELAH ABDULLAH HASSAN ELAIWA

### PERSONAL INFO.

- 📅 20/01/1413
- 🇸🇦 Saudi
- 👤 Married
- 📍 Makkah, Al-Awali
- 🌐 Arabic (Native),  
English (Intermediate)

### CONTACT INFO.

- 📞 +966 54 102 0500  
+966 54 208 0500
- ✉ Abdulelah-elaiwa@hotmail.com

### SKILLS

#### ○ Technical Skills:

Proficient in working on:

- Windows and Microsoft Office software
- Opera ( a special program for most five-star hotels in the world).
- Oracle and Sattar (Riyadh Bank and Samba Financial Systems).

#### ○ Personal Skills:

- Time management and communication skills
- Flexibility and adaptation to work pressure
- Teamwork
- Punctuality

### CAREER OBJECTIVE

I seek to gain a database and information in all sectors; in order to enhance and develop my personal skills to serve my country and to be a symbol of its development.

### EXPERIENCE

02/2019 - Present



#### Secretary - Ministry of Justice

Job Description:

- Following up judicial department tasks
- Saving instruments of judicial department
- Saving case hearings
- Making sure of applying ministry & kingdom's decisions systems issued

07/2015 - 02/2019



#### Customer Service Supervisor - Samba Bank

Job Description:

- Following up customer service works
- Making sure of applying KSA & the bank of Samba systems
- Following up with other banks administrations to reach every single way to achieve customer profits

04/2013 - 06/2015



#### Customer Service Officer - Riyadh Bank

Job Description:

- Providing customer service of opening bank accounts/giving credits/personal & real estate financing
- Searching for the best services and products for our customers and finding solutions for the consumer troubles Making governmental and individuals agreements

02/2012 - 03/2013



#### Reception Supervisor - Intercontinental Hotel

• Guest Care

• Raising the permanent reservation guests degree

Job Description:

- Recept visitors
- Offering all comfy & fancy services to maintain guest's comfort according to the Hotel protocol

### ACADEMIC QUALIFICATIONS

- 2012 Diploma of Applied Accounting  
Umm Al-Qura University,  
(2.83 out of 4) Grade: very good

### TRAINING COURSES

- Branch Services  
Riyadh Bank
- Money Laundering & Combating Financing Terrorism Courses  
Riyadh Bank & Samba Financial Group
- Individual Banking Basics (a Professional Certificate) (81 points out of 100)  
Institute of Banking of Saudi Arabian Monetary Agency
- The Principle of 'Know your Customer'  
Riyadh Bank & Samba Financial Agency
- Basics of a Certified Supervisor  
Riyadh Bank