



Abdulah S. Al-Wegait



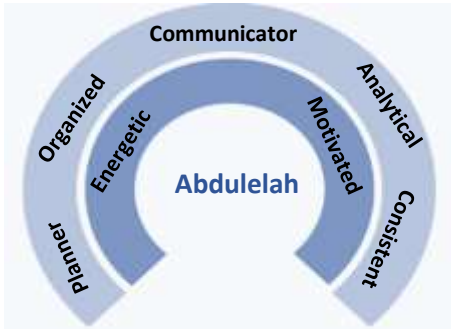
Basic Info

- **Tel:** +966 555 092656
- **D.O.B :** 13 April, 1991
- **Location:** Riyadh, KSA
- **Email:** asw1411@hotmail.com

Profile Summary

Dedicated administrative & logistic professional with + 10 years of experience in providing upscale banking services, customer service & work supervision responsibilities, with ability to lead an integrated work team and build strategic relationships. Interested in joining a reputed company for a position to effectively contribute to the 2030 Kingdom's vision.

Core Competencies



Key Competencies

- Banking Services
- Anti- Fraud
- Anti-Money Laundering
- Customer Service
- Office Management
- Client Experience
- Technical Knowledge
- Operation Management
- Team Management
- Plant Supervision

Education

- **2013 | Diploma of Technical College**
Specialty: Office Administration - 3.51 out of 5
By: Technical & Vocational Training Riyadh

Certificates

- 2011 | Certificate of English Language - first level
- 2011 | Certificate of English language - basic level

Training Courses

- Fraud Awareness, Operational Risk & Business Process Manual from Saudi Investment Bank
- Sales & intensive customer care skills training program from Saudi Investment Bank
- New Generation Program by SIB 2013
- Certificate of completion of the commitment program from SIB rate 80% on 2017
- Certificate of completion of the fraud training program at the rate of 80% from SIB 2017
- Certificate (anti-fraud) course by SIB 2014
- Certificate of the Anti-Money Laundering Program at the rate of 80% by SIB on 2016
- Certificate of successful completion of 80% anti-fraud program from SIB 2016
- Anti-Money Laundering from SIB on 2015
- Course Road to Labor Market 2015
- Certificate of Fraud Prevention course 2015
- Course Certificate of Business Ethics 2014
- Principles of protection of bank customers 2014
- Risk Management with focus on ORM 2015
- Security course in Saudi Investment Bank 2016
- PCI awareness training course by SIB 2016
- Cooperative training by Technical College (office management) Department of General Chemistry
- Certification exam in basics of retail banking from the Institute of Banking 2014

Working Experience



2013 – Present | Saudi Investment Bank SIB | Riyadh, KSA

Position: Sales Representative & Bank Teller

- Recording transactions, which involves logging checks and preparing transaction reports and Reconciling cash drawers.
- Counting and packaging currency and Exchanging foreign currency.
- Opening new accounts and helping with loan applications.
- Promoting the bank's products and services.
- Keeping customers' personal information confidential.
- Communicating with other bank team members.
- Receive and count cash at the beginning and at the closing of shifts.
- Perform specialized tasks as preparing checks & personal money orders.
- Answer inquiries relating to current and savings accounts.



2008 -2010 | Saudi Coal Company | Riyadh, KSA

Position: Factory Supervisor

- Supervise and evaluate labor performance and report to management.
- Monitor overall operations' performance and work flow.
- Deliver products on time according to the production schedule.
- Lead safety, quality and productivity actions in the plant.
- Manage team members to achieve production targets.
- Participate in logistic processes, optimization of material flows.
- Revise tactical factory logistics operations, including outbound shipment schedule adherence, inbound off loading and put away, and line supply.

Achievements

- Achieved the 1st place for the 2nd quarter of 2021 for April + May
- Achieved 2nd place in Personal finance sales (credit cards) for June 2022
- Achieved 2nd place also in credit card sales at the bank level for the month Of October, November and December, in the third quarter of 2022.
- Received a Certificate of good conduct from the Technical College.

Key Skills

Communication
Problem Solving
Team Management
Negotiations



Decision Making
Project Management
Decision Making
Strategic Planning

