

# Abdulrahman Nahar Alsuwailem

Riyadh, Saudi Arabia

Cell phone: +966-544-254112

E-mail: aba\_200975@hotmail.com

*Language Skills: Arabic: Native English: Excellent*

## **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:**

**Bachelor's degree of Business Administration in Public Administration** Jun 2012

King Abdulaziz University

**Diploma of Commercial Accounting** May 2007

Institute of Public Administration

## **Professional Experience**

### **Head of Transactions Solutions**

Stc pay

**Aug 2020- To date**

- Manage all failed transactions on daily basis
- Build new system to refund all filed transactions
- Investigate the reasons of filed transactions

### **Reconciliation & Settlement and Revenues Manager**

Saudi Payments

**June 2018- Aug 2020**

- Manage the reconciliations and settlement daily transactions for Saudi Payment Network (mada) and implementation of entries Dr./Cr. in banks
- Manage the reconciliations and Settlements daily transactions for VISA, MasterCard and implementation of entries Dr./Cr in banks accounts.
- Posting all entries and closing all accounts on daily basis.
- Manage the Statistical Reports for Saudi Payment (mada & sadad) on 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**

Saudi Arabia Monetary Agency (Payment Systems Department)

**Jan 2014 - May2018**

- 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**

Saudi Arabia Monetary Agency (Payment Systems Department)

**Jan2008- Dec 2013**

- 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 & implemented SLA between SAMA and Banks.
- Achieved Automated the GCC reconciliations processes
- Achieved Automated Mada claims
- Achieved Implemented QR payment system

### **Certifications / Training Courses**

- CBOP™ Certified Business Operations Professional (**IABFM**)
- Project Management Professional (**PMP**)
- 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