

Ahmed Juma Ali Alsalem

Mobile: 0567955935 E-Mail: Alsalem85@yahoo.com

Saudi Arabia- Riyadh

Objective:

My desire to find a stable yet challenging position in professional environment in which to learn new technology and skills while utilizing my previous experience to improve beyond my current ability.

Education:

- 2014 *English Literature bachelor's degree* from King Faisal University.
- 2006 *Accounting Diploma Degree* from Institute of Public Administration.
- 2003 High school Degree.

Experience:

Al-Shaya trading Co

Payroll Officer.

Jan, 2019 - Now

- Ensuring all payroll transactions are processed efficiently.
- Collecting, calculating, and entering data in order to maintain and update payroll information.
- Resolving payroll discrepancies.
- Maintaining payroll operations by following policies and procedures.
- Developing ad hoc financial and operational reporting as needed.

Store Manager.

Apr, 2016 – Dec, 2018

Responsible for managing the day to day operation of the store, as well as setting customer services standards, and launching initiatives to hit sale targets. As well as developing and motivating a team, whilst ensuring everyone adheres to company policies and procedures.

- Meet sales goals by training, motivating, mentoring and providing feedback to sales staff.
- Driving operational, visual and customer services standards in store.
- Maximizing sale through effective merchandising and marketing.
- Report on buying trends, customer needs, profits etc.
- Implementing store compliance, health and safety procedures.
- Leading, driving, energizing and motivating teams to do better.

Saudi Hollandi Bank

Credit coordinator

Jan, 2011 – Apr, 2015

- *Process credit applications.*
- *Field telephone calls and release orders.*
- *Develop bank and trade reference letters.*
- *Resolve past due issues.*
- *Follow up on delinquent accounts.*
- *Make recommendations on uncollectable accounts and inform outside collection agencies.*
- *Dealing with SWIFT messages.*
- *Advising letter of credit to customers.*
- *Recognizing and rewarding good staff performance.*

Teller

May 2007 - Dec, 2010

- *Greeting customers when they come to till, enquiring about their banking needs.*
- *Processing customer deposit, withdrawals and payments in professional manner.*
- *Checking cheques and making sure that have been correctly written out and dated.*
- *Transferring large and small funds from one customer account to another.*
- *Opening new accounts for customers by helping them to fill in the right forms.*
- *Answering basic customer questions regarding interest rates and banks services.*

Banking certificates:

- *Legal Aspects of Banking.* (04-05) Jun 2014
- *Anti- Money Laundering.* Mar 13,2014
- *Compliance &AML Awareness session.* May 5,2013
- *Detecting forgery& Counterfeiting.* (12-14) Nov 2012
- *Principles of Shariah- Compliant banking (Al-Yusr).* (15-16) Dec 2009
- *Tellers Skills Program.* (21-23) Jun 2008

Skills:

- Microsoft office – word, Excel and Power point.
- Team management.
- Leadership skills.
- Customer Focus
- Data Entry Arabic/ English.

Interest and Activities:

- Reading, Sport and shopping.