

Omar Khalaf Alenezi

Personal Information

Name: Omar Khalaf Alenezi
Date of birth: 23-04-1986
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Experience



Operations Officer

Marsoom Company (Known as Sadad)
Feb 2016 - Present (6 years)

Responsibilities

- Reviewing the company debtor list.
- Negotiating suitable payment plans.
- Contacting lawyers and insurance agencies to facilitate payments.
- Work closely with team members to create ways to bring in revenue and find success as a group
- Training and development of new employees



Servicing Analyst

Saudi Home Loans
Jun 2013 - Nov 2014 (1 year 6 months)

Responsibilities

- Develop and implement initiatives to improve customer services.
- Analyze and summarize customer issues in order to prepare appropriate solutions/clarifications to respond to customers.
- Maintain history records and related problem documentations for future reference.
- Maintain relationships with other internal departments as well as client base to improve business performance.
- Conduct training to customers and internal staffs on company products and services.



Visa Operations Officer

Al Rajhi Bank

Jul 2010 - Nov 2012 (2 years 5 months)

Responsibilities

- Responsible for analyzing, interpreting, and recording routine financial transactions related to the business functions supported
- Provide cross-functional support across Corporate Accounting for month-end activities.
- Interaction with various levels of management within and outside of Finance, internal and external audit teams, and participation in cross-functional projects will be a routine part of the job.
- Complete complex account reconciliations and journal entries in support of the monthly close process. Ownership of specific accounts on the consolidated balance sheet and income statement and performance of detailed analytical review for those accounts.



Loan Operation Clerk


SABB

Jun 2008 - Feb 2010 (1 year 9 months)

Responsibilities

- Performs a variety of clerical duties related to the establishment and maintenance of loan files and documentation.
- Prepares, or obtains, additional loan documentation as directed.
- May perform or be cross-trained to assist in collateral control, loan servicing, and other areas of department including preparation of government and insurance company reports.
- May perform or be cross-trained to handle customer service taking necessary actions for problem resolution.
- Ensures all actions performed complies with government regulations and organizational policies and procedures.

Education

 **California State University - East Bay**

American Language Program, English Language

2015 - 2015

 **Institute of Public Administration-Saudi Arabia**

Diploma, banking

2006 - 2008

Licenses & Certifications

 **Fundamentals of Digital Marketing - Google**

License N.O: V2J 2FF KZX

 **Google Ads Apps Certification - Google**

Issued Apr 2021 - Expires Apr
2022

 **Shopping ads Certification - Google**

Issued Apr 2021 - Expires Apr
2022

Skills

M.S suite solutions - Digital Marketing - Innovativtion - Leadership - Problem solving abilities - Teamwork - Operational Excellence - Operational Transformation

References

Upon request