

A highly competent and ambitious individual with excellent record. I possesses excellent communication, and management skills. I am looking to obtain a rewarding and challenging position in a leading reputable organization, where I could invest my knowledge and interpersonal capabilities

EDUCATION

- Diploma In Financial Banking**
Financial Center - Banking Institute
09/2021

EXPERIENCE

- Radiology Support Services Representative**
king Faisal Specialist Hospital and Research Center
10/2022 - 11/2022

- Loan Operations Specialist-Loans and Credit Cards Processes**
Banque Saudi Fransi
2014 - 2022 Riyadh, Saudi Arabia

Responsibilities

- Specialized in loans and credit cards Processes
- Worked in Personal Loans , Home Loans and Credit cards
- Customers facilitation about the issues related to loans and guiding them in every step
- Processing applications from the branch like the salaries etc
- Keeping track record of the resources of income of employees
- Verification of documents according to the policies of the organization
- Identifying financial, safety or security risks that the client company or organization may face
- Preparing action plans to decrease risk factor
- Gathering confidential financial information from client such as income, assets and debts

TECHNICAL SKILLS

- Computer proficiency
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

COURSES

- The Art of Dialogue Course
- Thinking and problem solving Course
- Money Laundering Course

ACHIEVEMENTS

- Professional English Certificate From Canada

LANGUAGES

- Arabic
Native or Bilingual Proficiency
- English
Full Professional Proficiency

MANAGEMENT SKILLS

- Effective communication with others
- Teamwork and Task Management
- Good Communication Skills
- Ability to lead a team Ability to cooperation and commitment with the team
- Fast learning and acquiring new skills