

MOHAMMED HADI ALSHRAIM

Job Objective :

An accountancy graduate. A member of the Saudi Organization for Accountants. I have more than ten years of experiences. Also, I have an effective communication and .organized leadership. I seek to employ these experiences and skills in a huge institution

Qualification :

King Khaled University, Diploma in account, graduation date (May2016)

Experiences :

- Financial collector, 06/2019 to current Waad Al Masader (Banque Saudi Fransi Project) - Riyadh

Most important tasks and duties:

- ∞ Monitoring accounts and identifying arrears.
- ∞ Connect with customers and find payment solutions.
- ∞ Solving payment problems and following up on refunds .
- ∞ Effective communication with customers, listening to them and providing solutions.
- ∞ Take the necessary measures to encourage payment.

- Cash Counters Supervisor, 05/2018 to 05/2019

Abu Sarhad Company for Cash Services - Alrajhi Bank , Abha

Most important tasks and duties:

- ∞ Receipt and delivery of cash and matching it with the treasury .
- ∞ Delegate tasks and set clear goals for the team .
- ∞ Coach the team and discover needs to ensure best performance.
- ∞ Identify problems and find solutions .
- ∞ Monitor performance and manage the team .
- ∞ Communicate effectively with the team .
- ∞ Prepare the necessary reports.

- Supervisor, 03/2016 to 08/2017

Al Dar Alalmayah for contracting, Abha

Most important tasks and duties:

- ∞ Setting goals .
- ∞ Distributing tasks to workers .
- ∞ Visiting work sites and following up the completion steps from the moment of receipt until delivery .
- ∞ Paying attention to details and checking that they are going according to plan .
- ∞ Estimating the duration of completion and delivery of projects .
- ∞ Preparing the necessary reports.

- Receptionist, 01/2012 to 02/2016

Rijal Company, Abha

Most important tasks and duties:

- ∞ Receiving guests and treating them with tact and respect.
- ∞ Registering guest data with the company's Badr system and the Ministry of Interior's Shomoos system .
- ∞ Receiving and organizing new reservations and confirming them .
- ∞ Receiving payments from guests, recording them in the system, printing invoices, and following up on arrears.
Prepare the necessary report.

Personal Information :



Saudi



Married



Riyadh



(1995/3/1)



0550501945



alshrim_95@hotmail.com

Technical Skills:

Using Computer and all of Microsoft office programs.

Languages:

Arabic

English

Personal Skills:

Speed of learning.

Self-motivation.

Leadership and team spirit.

Work within a team or individually.

Time management and setting priorities at work.

The ability to negotiate and influence others.

Strategic planning, problem solving and challenges.

Ability to build relationships and good treatment with superiors and subordinates.