

Professional Accountant

Name: Mohammed Alkaba

Mobile: 0544942820

Telephone: (013) 8392231

Nationality: Saudi

Email: moh.alkaba@hotmail.com

OBJECTIVE

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

SKILLS & ABILITIES

- Microsoft Office Suite
 - Native Arabic and intermediate in English
 - Strong Organization & Excellent communicator
 - Leadership and Teamwork
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EXPERIENCE

BANK SAUDI FRANSI (NOV, 2015 – JAN, 2017) (NOV, 2019 – Present)

Position: Sales Officer

- Greeting customer and responding to questions
- Selling personal loans and master cards
- Increasing master card and visa sales
- Introducing promotions and opportunities to customer

Position: Bank operation officer

- Entering customers request data
 - Following the requests till approval or rejection
 - Sending the requests after approval to the bank headquarter
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EDUCATION

Technical College, Diploma in Accountant (Aug, 2019)

TRAINING COURSES

- CO-OP in ministry of environment water and agriculture (June – August 2019)
 - Customer service
 - Data input
 - Auditor
- Beginner in SAP system
- AML Compliance Program (June 2020)