

Norah Hamoud AL Faraj
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OBJECTIVES & BACKGROUND:

Seeking for an experience in banking that will allow me to explore more opportunities working in both retail and corporate banking that developed my communication skills and add value to my experience, my enthusiastic and invitation with the ability to work under pressure

EDUCATION:

2006-2009 Institute of Public Administration
Diploma of Executive secretary program

SKILLS & KNOWLEDGE:

Microsoft Office
Effective Communications
Team Work
Work under pressure
Leadership

EXPERIENCE:

SABB
SME
Assistant Product Manager
March 2020 –Present
Part of (Kafalah Program team)
Handing All MIS report monthly with Kafalah with the latest update for their clients
Weekly Report for the number of cases with Business and Risk and KAFALAH
Handling all new requests, renewal, extension from RM and submit them into Kafalah Portal
Follow up with Kafalah on a daily basis for all cases submitted through portal
Communicate with RM with all requirements from Kafalah
Updating Business in case of any changes in the process
Follow up with RM's in case of any issue with client

PUBLIC

SABB

Corporate Banking

Assistant Relationship Manager (Large Corporate)

September 2019-February 2020

-Assisting Relation Manager with his portfolio

- handling KYC update and account opening

- New Finance requests and re finance

- Mongering client's facilities

Operational tasks (Transactions- ID updates –sub accounts opening –statement requests-Balance confirmation requests

Preparing credit memos for approval

Make sure that all documents needed from credit are submitted in time

Alawwal bank

Corporate Banking

Assistant Product Manager (Institutional Banking Group)

March 2018- August 2019

Develop market & structure innovative products /solutions to support

Finance Against receivables, equipments,machinery and real estate to alawwal bank

Build every effort to assist and support regional business (IBG-CBG)

Understand and cross sell Asset Finance Products

Ensure that the ALAWWAL client needs are met and tackled

Follow up with client to meet timely services experience

Support in the timely process of deal booking

Assistant sales Manager (Personal Banking Group)

May 2014- February 2018

-leading a team for sales support unit

- handling all exceptional Approval cases for Sales (Kingdom Wide)

- manage all pending cases with operation and make sure it is completed by communicating with sales

- making sure all pipe line pending cases for Home Finance are completed to complete deals

- handling all documents for loans / credit cards that's already been booked and make sure to send them to archive

- Daily and monthly reports of all activities /deals that has been exceptionally approved

- checking all documents for clients including (Income letter) to make sure its valid before submitting them to operation to avoid any delay

Sales support Supervisor

February 2012-April 2014

Preparing for weekly sales meeting including sales weekly report /invitation of all members

Managing headcount report for Retail sales (Kingdom wide)

Doing secretary tasks for Head of sales and Head of sales support

Saudi Hollandi Bank

Sales Agent

June 2010-June 2012

Contacting clients who applied for Personal loans, credit cards and Home finance

Calculate the loan amount for client and give them all information including loan amount, period, monthly installment and rate

Give client credit card limit based on their monthly income and based on their other obligation with other banks

Offering clients who are eligible for banks new products

Sending request to the branch so that client can apply and get final approval and to submit documents

Samba Financial Group

Coop training

January 2009-June 2009

Assisting clients filling forms for new account opening , deposit forms

Preparing clients documents by copying their ID, making sure it's all signed

Filing all documents once its completed

Training courses

English Course (2 Semesters advanced English) Institute of Public Admiration

Leadership skills

Communication skills

Fundamental of Accounting

Finance for non-financers

Risk Management

Compliance awareness

AML awareness

Professional English business writing

Successful planning and organizing

Problem solving and decision making

The power of positive attitude

Corporate Finance

Excel Advanced

Time management

Management essentials

MS office Excel 2007-2010 advanced

PUBLIC

Languages:

Arabic (Mother Language)

English Excellent (Speaking /Writing)