

MOAYAD ALBADIA

Saudi Arabia, Riyadh

+966592243180

Moayadbinahmed@gmail.com

scan me



SKILLS

Microsoft Office.
Make Decision.
Teamwork.
Work under Pressure.
Accuracy and focus.
Fast learning.

EXPERIENCE

JUL-2022 - Present

REMITTANCE INQUIRIES OFFICER

BANK ALBILAD, HEAD OFFICE

- Using the T24 Program.
- Using the Stalling Program.
- Providing Weekly reports.
- Dealing with several departments such as Fraud, Reconciliation and the Branch network.
- Dealing with foreign banks.
- Dealing with ENJAZ's transfers.
- Return of canceled remittances.

RELATED COURSES

- Data Entry.
- Employee Motivation.
- Human Resources.
- Accounting & Finance for individuals and companies.
- Government Financial Reporting.
- Dealing with Work Stress.
- Analyzing and Addressing Budgetary Problems.

OCT-2021 TO APR - 2022

CONSUMER SUPPORT DEPARTMENT (Tamheer Program)

BANK ALBILAD, HEAD OFFICE

- Head of the Finance Customer Complaints Department.
- Transactions with the Operations Department and the Collection Department.
- Central Bank complaints official.
- Issuing invoices to customers, debit, and credit notes.
- Communication with insurance companies.
- Business and product development and proposing solutions and ideas (feedback).
- Carrying out various tasks and tasks assigned to the administration, such as accessing the T24 and Lampard systems to extract the required statements, as well as attesting letters and others.

EDUCATION

April 2021

**DIPLOMA IN BUSINESS
OF BANKING**

KING SAUD UNIVERSITY

LANGUEGES

- ✓ **Arabic**
- ✓ **English**

SEP-2021 TO OCT-2021

ACCOUNTANT

RABIAH & NASSAR GROUP

- Auditor of accounts, financial transactions and checks.
- Reviewing the sales of the company's projects.

JAN-2021 TO APR-2021

ACCOUNTANT

BOUDL COMPANY FOR HOTELS AND RESORTS

- Auditor of accounts, financial transactions.
- Issuing checks and dealing with five local banks.

JUL-2019 TO DEC-2019

OPERATIONS SUPERVISOR

TAMM2GO LOGISTICS COMPANY

- Supervising 15 delegates in two regions in the Kingdom of Saudi Arabia.
- Customer complaints department on delegates and registration of orders.