

SAUD SAAD ALHAFI

CONTACT

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SKILLS

- Teamwork
- Emotional Intelligence Responsibility
- Administrative Skills
- Organization and time management
- Proficiency with Microsoft Office Leadership and team management
- Data gathering and analysis
- Administrative and clerical support
- Project processing
- Database Management

PROFESSIONAL SUMMARY

- Contributed implementing one of the biggest regulatory projects which related to SAMA (TANFEETH) B2B and business UAT.
- Obtained top performance in the last two years.
- Obtained ten acknowledgment certificates (Ahsant) from SABB Bank
- Obtained 20 courses from Dorooob program in management and business.

WORK HISTORY

SAMA Enquiry Officer, 11/2018 to Current SABB Bank

- Responsible for B2B applications (Tanfeeth by Ministry of Justice) required by SAMA
- Managing operation team to close requests before reaching SAMA SLA
- Collaborate with team and stakeholders to analyze new Functionality or enhancement of existing services
- Collaborate with IT day to day to ensure business requirements are delivered
- Escalate Tanfeeth applications issues to IT department and findings permeant solutions
- Providing guidance and setting goals to the operation team members to ensure they adhere to development standards and processes along with best practices for the delivery of scalable and high-quality work
- Perform unit and integration testing on business application before launch any new change
- Responsible for training new joiners and guide them

SAMA Enquiry Supervisor, 11/2015 to 11/2018 SABB Bank

- Responsible for SAMA net application (Tanfeeth by Ministry of Justice) required by SAMA
- Writing down a reports using Tableau and submitting it to the direct manager
- Access to core banking system to fulfil SAMA manual requests such as transfer or blocks
- Develop a schedule for project completion that effectively allocates the resources to the activities

EDUCATION

system Track , 2020
Arab open university

Banking operations, 2015
Institute of public administration

LANGUAGES

Arabic: Native language

English:

Intermediate

B1