



# Zaid Alnowaiser

## PROFILE

0541604502

mr.zaid.ib@gmail.com

Riyadh

## SKILLS

Microsoft word

Power-point

Excel

## LANGUAGES

Native: Arabic

English: Fluent

## EDUCATION

Jan 2010 - June 2012

**King Saud University**

Associate's degree

Financial Management

8/2013 - 10/2014

**University of Southern Indiana**

Diploma in English language

## WORK&TRIANING EXPERIENCE

8/2019 - 9/2019

**Almali Finance company**

Finance Operation Officer ( training )

- Issue new contracts
- Loans repayment

6/2012 - 8/2013

**Alrajhi Bank**

Remittance Customer Service Representative

- Provide info on international banks, transfer, currencies , policies and procedures.
- Acknowledge and resolve customer complaints.
- Assist clients in understanding online banking services
- Input new customers' data into the system.
- Maintains customer records by updating account info.
- Issue new accounts .
- Detect and report any suspicious activities/transaction.
- Make new customers report
- Handle outgoing and incoming mails

## COURSES

**Alrajhi Bank -**

- Money laundering and fraud detection - Customer care
- Financing terrorism and organized gangs

**H.R.M - Queen Rania Foundation(Edrak)**

- Introduction to Human Resource Management

## ADDITIONAL INFORMATION

I was a student at University of Southern Indiana from 2014-2018