



Zaid Alnowaiser

PROFILE

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📍 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