



Mohammed.T.Baljoun

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Additional Skills

- Communication Skills
• Problem solving
• Decision Making

Work Experience

2018-2019

Saudi Home Loan, Jeddah KSA

• West Regional Head
All task management in region .
Reporting to Head of sales .



2017-2018

Discount Card Office, Jeddah KSA

•CEO



2016-2017

Halawani Exchange

• Head Operation Network
Review and preparation of monthly tabulator staff.
Delivery and receipt of the Covenant.
Inventory storage branches.
Supervision of all operational staff.
The order of job tasks.
A review of branch operations.
Supervising the order of the Department of Archive.
Review customer problems.
Reporting to the CEO.



2011-2015

Banque Saudi Fransi, Jeddah KSA

• Branch Manager
Achieving monthly targets.
Delivery and receipt of Covenant.
Coordinate staff vacations.
Inventory Finance Treasury.
Application systems required.
Follow-up staff time.
The signing of official documents.
Prepare monthly reports.
Preparation of operations reports.
Operations Review.
Staff assess and improve performance.
Team management.
Decision-making and problem-solving.
Activating products and service.
Follow-up branch productivity.
Follow-up security well.
Banque Saudi Fransi - Manger of Insurance Programs in the Western Region, From 2009 - 2011
Banque Saudi Fransi - Deputy Branch Manager, From 2005 - 2009
Banque Saudi Fransi



2009-2011

Banque Saudi Fransi, Jeddah KSA

• Manager Of Insurance Programs



2005-2009

Banque Saudi Fransi, Jeddah KSA

• Deputy Branch Manager



**Banque Saudi Fransi, Jeddah KSA**  
• Customer Service

2004-2005



**Banque Saudi Fransi, Jeddah KSA**  
• Teller

2003-2004



## Education

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**EBU, MBA**

By 9/2021

**New Horizons Computer Training Center**

2000

Oracle developer

2002

**Jama insttiute**

- Diploma in Data Entry & Text Format

## Languages

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English — Good level

Arabic — Advance

## Certificates

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- Leadership Skills, 2020
- Principle of Financial Accounting - Accounting Framework-2020
- Culture of Telework Administrarivley-2020
- Culture of Telework Technically-2020
- Certificate in Recognition of 10 Years of Dedicated Service
- Certificate in Recognition of 5 Years of Dedicated Service
- Certificate in BSF Annual Information Security Awareness Program, Nov. 2014 .
- Certificate in Online Training: Anti-Fraud Awareness Program, Aug. 2014 .
- Certificate in Online Training: Customers Complaints Awareness Program, Aug. 2014 .
- Certificate in Online Training: Anti Money Laundering & Combating Terrorist Financing . Awareness Program, Aug. 2014 .
- Certificate in Online Training: Compliance Training, Aug. 2014 .
- Certificate in Online Training: Awareness Program for the Exploitation of Inside Information in Trading , Aug. 2014 .
- Certificate in Online Training: FACTA Awareness Program, Aug. 2014.
- Certificate in Online Training: Financing Regulation Awareness Program Aug. 2014 .
- Certificate in Performance Management Workshop, Aug. 2013 .
- Certificate in Management & Decision Making Skills, Feb. 2012 .
- Certificate in Creativity Thinking and Innovation, March 2012 .
- Certificate in customers services and interview skills, March 2012 .
- Certificate in the art of negotiation and Finance Intelligence, Apr. 2012
- Certificate in Energy Management and Leadership Challenge Skills, Ap 2012

- Certificate in the art of Stress Management and Team Building Skills, Jan. 2012
- Certificate in the art of Communication Skills, Oct. 2011
- Certificate in the art of Coaching Your Sales Team, Dec. 2011
- Certificate in the art of Motivation your Sales Team, Dec. 2011
- Certificate in Advance Selling Skills for Banc assurance, Oct. 2008
- Certificate in Understanding Investment and Sales, Nov. 2007
- Certificate in Detect fraud and counterfeiting morphological, Jun. 2007
- Certificate in Anti Money Laundering & Combating Terrorist Financing Training, Aug. 2004
- Certificate in Implementing Microsoft Windows 2000 Professional and Server, Aug. 2002
- Certificate in Implementing Microsoft Windows 2000 Network & Operating System Essentials, Jul. 2002
- Certificate in Development Programs Unit (Oracle), Dec. 2002
- Certificate in Introduction to PC, Nov. 2002
- Certificate in Intro SQL/PL.SQL (Oracle), Oct. 2002
- Certificate in Database Concept, Sep. 2002
- Certificate in Computer Maintenance, May. 2002
- Certificate in Excel XP Level 1 & 2, Apr. 2002
- Certificate in Beg. & Intermediate Windows 2000 Professional, Apr. 2002
- Certificate in Word XP Level 2&3, Mar. 2002
- Certificate in Access XP Level 1, Mar. 2002
- Certificate in PowerPoint XP Level 2, Mar. 2002
- Certificate in Direct English Level 2, Nov. 2001
- Certificate in English Language, Jan. 2001
- Certificate in Beginning PowerPoint 2000, Nov. 2001 .