
Faten Fahad AlHamdan

Jeddah, Saudi Arabia

AlMuhamadyah Dis.

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Profile

A hard worker who successfully combined her work with other commitments showing her self to be self-motivated, organized and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team.

My Duties and achievements:

I worked in HSBC with a variety Areas since Sep 2014 to Sep 2016 as following:

- Data entry in IPO project business development management.
 - Updating Customer KYC through HSBC Call center Department.
 - Carrying out the orders of blocking and lifting operations for customers' accounts by the Capital Market Authority in the Compliance & AML Department.
 - Opening new account, investment portfolio and activation accounts with the accounting & operation department.
 - Broker operation in the Department of Brokerage Operation
 - Working as Assistant Operation for clearing, blocking, transferring shares, transferring amount between accounts and extracting certificate.
 - Pay bills and commission for TADAWEL.
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Education

2005 – 2007 King Saud University Riyadh, Saudi Arabia, IT Diploma

Training and personal Skills

Foreign Account Tax Compliance Act course 2015

Anti-Money Laundering and Terrorist Financing 2014

Sanctions Awareness 2014

SCC SABB client course 2014

International Standards courses 2014

Languages: Arabic (native), English (Beginner).

Highly competent user of all Microsoft packages, including Word & Excel
