

SAUDI ARABIA • SAHAT •
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HASSAN MOHAMMED ALAMAN

Degree Management

PERSONAL INFORMATION

- Marital status: Married
- Nationality: Saudi Arabia
- Date of Birth: 27/1/1991
- Number of Dependents: 3
- ID Number 1071733404

OBJECTIVE

Obtain a responsible and challenging position within your organization that will allow me to learn new technologies and skills while utilizing my previous experiences to improve beyond my abilities currently, and also to build a strong business relationship with the organization and clients; and exceed expectations to excel within the organization. My areas of interest are: Customer Service Management, Relationships Managements, Translation, Travel and Concierge Agent and Consultant, Personal Account Management, , Sales.

EDUCATION

[Jan-2021]
Diploma in Applied Computer

[June-2010]
High School Eastern Province, Saudi Arabia
Business Administration

LANGUAGES

Arabic – Fluent

English – Good

SKILLS

1. Preparation of documents to be submitted to the bank from documentary / guarantee letters / transfers / letters of amendment / letters of financing ... and others.
2. Raising the movements of banks required after their adoption on a daily basis.
3. Follow-up movements of bank accounts daily and report movements / payments made and bank balances.
4. Arrange receipts according to projects and report to all relevant departments on receipts.
5. Follow-up Letters of Guarantee / Documentary Credits issued and give a report on their validity to make a decision.
6. Follow-up the credit facilities of the banks and give a report on this according to what has been implemented and what is left of it.

7. Follow up the bank's expenses and commissions for the various transactions and ensure that they are within the scope of the agreements and give a report on what is the deduction of disagreement agreed upon.
8. The movements of monthly adjustments for all bank accounts according to bank statements.
9. Follow-up movements of cash exchange for storage and review the movement of the Treasury and matching the balance daily.

لمهام الوظيفة:

1. إعداد المستندات المطلوب تقديمها للبنك من إتمادات مستنديه / خطابات ضمان / تحويلات / خطابات تعديل / خطابات تمويل... وغيرها.
2. رفع حركات البنوك المطلوب تنفيذها بعد إتمادها بشكل يومي.
3. متابعة حركات حسابات البنوك يومياً وإعطاء تقرير عن المتحصلات / المدفوعات التي تمت وأرصدة البنوك.
4. تصيف المتحصلات وفقاً للمشروعات وإعطاء تقرير لجميع الإدارات ذات العلاقة حول المتحصلات.
5. متابعة خطابات الضمان / الإتمادات المستنديه المصدرة وإعطاء تقرير حول صلاحيتها لإتخاذ القرار بشأنها.
6. متابعة حدود التسهيلات الإئتمانية للبنوك وإعطاء تقرير عن ذلك وفقاً لما تم إستنفاذه والمتبقى منه.
7. متابعة مصاريف وعمولات البنك للمعاملات المختلفه والتأكد بأنها في حدود الإتفاقيات وإعطاء تقرير حول ما يتم خصمة خلاف المتفق عليه.
8. عمل حركات التسويات الشهرية لجميع حسابات البنوك وفقاً لكشوفات البنوك.
9. متابعة حركات الصرف النقديه للخرنه ومراجعة كشف حركة الخزنه ومطابقة رصيدها يومياً.

PROFESSIONAL CAREER

Working for Abdul Latif Jameel Finance (Toyota) as a Cash Accounting and Customer service accounts 2013 – until 2019

Working for Tawuniya as a Admin Assistant from Feb 2012 – Oct 2013

Worked for CME as a Technical equipment from 2010 – 2012

PROFESSIONAL COURSES AND CERTIFICATE

- 1- Technician Preparation Techniques Course
- 2- Introduction to computer Application Course
- 3- Effective Communication Skills Course

INTERSTS & HOPPIES

Reading novels and psychology books, playing football and video games, Cooking and participating in social activities.