

# MOHAMMED **AL-MAHASNA**

GENERAL CASHIER

## PERSONAL INFORMATION

**Birthdate**

March 9, 1978

**Nationality**

Saudi

**Marital status**

Married

**Mobile**

+966503819311

**Email**

mohammed2005\_m@yahoo.com

## PROFILE


I am an enthusiastic, self-motivated, reliable, responsible, and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using my own initiative. I am able to work well under pressure and adhere to strict deadlines.

## EXPERIENCE

**Salehiya  
Commercial  
Co.  
2006 - Present**

**General Cashier, Dammam**

- 1 - Receive cash and checks on a daily basis from the collection representatives.
- 2 - Executing the cash supply authorization after receiving it from the collection representatives on the SAP system.
- 3- Handing over checks and cash deposits to the representative of the money transfer company to deposit it to the bank.
- 4 - Sending the detailed statement of the collection movement of checks and cash daily after the completion of their deposit to the bank.
- 5- Sending the exchange orders to the financial department for approval of the exchange.
- 6- Execution of exchange orders approved by the Financial Department on the SAP system.
- 7- Making a request for financing the treasury according to the limit allowed by the administration.
- 8- Keeping the disbursed and posted exchange orders on the system in a way that is easily accessible when needed.
- 9 - Handing over to the collection agents the collection books and receiving them after completing them according to the instructions.
- 10- Coordinating and communicating with the collection representatives to finish the collections according to the agreed dates.

 *Dr. Osama Abu Al-Saud*  
*Branch Manager*  
*0505851258*



**Global Marine  
Services  
Company**  
2000 - 2006



**Cashier**  
1- Receipt of a permanent custody from the administration.  
2 - Disbursing all expenses for drivers, workers, and employees after obtaining approval from the Financial Department.  
3- Receipt of revenues in cash and checks from the collection representatives and deposit them in the bank.  
4- Coordination with delegates and follow-up of future payments with clients.

**Noah  
Contracting  
Establishment**  
1998 - Nov/1999



 **Accounts Clerk**  
responsible for maintaining financial records, running reports, and recording a wide range of transactions.  


## EDUCATION

**Commercial  
Secondary  
Institute**  
1998



**Diploma of commercial secondary institutes**  


## COURSE

**42-HOUR ENGLISH LANGUAGE COURSE AT THE THIRD LEVEL**  
*British Council , Dammam*

04/21/2022 **ANTI-BRIBERY AND ANTI-CORRUPTION POLICY COURSE**  
*Salehiya Commercial , Dammam*

12/14/2020 **CODE OF CONDUCT COURSE AND THE RENEWAL OF ETHICAL INFORMATION**  
*Salehiya Commercial , Dammam*

11/26/2019 **WORKSHOP ON HOW TO RAISE AWARENESS OF SECURITY AND INFORMATION SECURITY**  
*Salehiya Commercial , Dammam*

Salehiya Commercial **PROBLEM-SOLVING PROGRAM WORKSHOP**  
*AL-TAWEEL TRAINING CENTER*