

AHMED ALGHAMDI

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Accounting and finance specialist with experience. I look forward to exploring all that is new, especially in the field of accounting. A highly organized team player with strong communication, problem-solving, and analytical skills. Trusted with sensitive accounts and customer data with a high level of professionalism and ethics.

EDUCATION

MIDDLE TENNESSEE STATE UNIVERSITY 2016 - 2021

Murfreesboro, Tennessee United States

Bachelor's degree in Finance, Minor in Management

GPA: 3.27 out of 4

ENGLISH LANGUAGE SCHOOL 2014 - 2016

Houston, Texas United State

Completed level 110 in the Intensive English program

EXPERIENCE

2009 – 2014

FINANCIAL AND BANKING SERVICES, ARAB NATIONAL BANK, AL KHOBAR

- Providing comprehensive financial services to beneficiaries and investors
- Provide personal and real estate loans with low percentages and convenient installments
- Lead, manage, and monitor all branch activities and operations.
- Lead regular meetings with branch staff to check on sales status and resolve any issues Customer Relationship, Supervisor.
- Reviewing financial statements to assess risk in lending decisions and investment opportunities
- Balanced daily cash transactions and reconciled daily transactions to ensure accuracy.
- Follow up with paid and unpaid transactions, verify numbers, names, and accounts, and close and transfer them
- Oversees and coordinates the day-to-day activities of the office administrative support staff, including management and training, scheduling, and prioritizing work assignments
- Helping customers with loan and mortgage applications
- Provide information to customers on their account status and account balances.
- Attended to all customer queries and grievances and attempted to resolve all issues at the first level of contact thereby avoiding unnecessary escalation.

- Follow up –daily- on the sales plan and ensure implementation in the field as well as better customer service as per customers’ classification Strategizing and monitoring the daily activities of customer service operations.
- Training staff in areas of customer service and knowledge of company policies.
- Maintain an extensive report on daily, weekly, and monthly transactions.

2005 – 2008

ASSISTANT OPERATIONS MANAGER, AL BILAD BANK, RIYADH

- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete
- Processed daily client transactions, including deposits, withdrawals, money transfers, and loan payments.
- Assist with month-end closing duties and other tasks when necessary.
- Responsible for printing the financial report in daily transactions, matching them in the system, and ensuring their accuracy.
- Paying bills, disbursing salaries, inventorying cash, and matching them to the treasury system.
- Supervisor of the bank's treasury of papers, documents, and money and inventoried them with sudden suspicion.
- Maintain an extensive report on daily, weekly, and month

SKILLS

- Excellent Microsoft Excel skills
- Concentration
- Reconciliations
- Financial Reporting
- Ability to be resourceful and proactive when issues arise.
- Entrepreneurial spirit and interpersonal skills with the ability to cultivate good relations with both staff and clients.
- Strong financial, analytical, and accounting skills
- Commitment to delivering a high level of customer service
- Multi-task & handle high-volume workloads
- Aware of the importance of discretion, confidentiality, and ethics
- Attentive to detail and committed to data integrity

CERTIFICATE & LICENSE

- S O C P A - 2022
- Dale Carnegie certification – 2018
- Certificate of business management – 2011
- Certificate of principal accounting – 2005

