

Hussain Saeed AL-Moslim	Saudi Arabia, Eastern Province
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❖ **Personal Profile:**

A confident, multi-skilled and capable Payroll Administrator / Banking relations & Treasury supervisor, with excellent knowledge of finance and accounting procedures. Exceptional analytical and problem-solving skills and able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance and development of financial systems and accounting procedures.

❖ **Education:**

January 2013: Bachelor degree in finance, (King Fahd University of Petroleum and Minerals, Dhahran, Saudi Arabia). Area of study: Investments, Management of Financial Institutions, Risk and Insurance Management, International Economics, Services Marketing, Supply chain management, Managerial Accounting.

❖ **Career Experience:**

May 2013 - Present: Payroll Administrator / Banking relations & Treasury supervisor at H.K.SS Contracting Co. Ltd. (Saudi Arabia)

Payroll Administrator / Banking relations & Treasury supervisor:

- Maintain banking relationships and act as focal point of contact.
- Maintain all bank facilities and credit line required.
- Prepare and review facilities utilization reports.
- Preparing and maintain supporting schedules for investments and outstanding LG and LC.
- Update and maintain users on multiple banking portals.
- Resolving all banks queries and preparing bank letters.
- Handle KYC, accounts maintenance and updates with banks.

- Ensures reports, agreements, banks correspondence all are reviewed and maintained.
- Reviewing all bank transactions that made and investigate any discrepancies.
- Monitor and update related legal and compliance documentation.
- Monitor the liquidity position by preparing cash movements report.
- Manage the intercompany fund transfers.
- Managing all aspects of payroll for 1400 employees.
- Preparing, generating, and maintaining payroll documentation. Includes issuing and processing employee pay, commissions, and benefits, ensuring the accuracy of all information and adherence to government policies and guidelines.
- Analyzing and modifying payroll policies and procedures to ensure legal compliance.

February-August 2012: Co-op training program at the Saudi British Bank (SABB)

- Corporate Credit Operations, Legal Unit.
- Customer Service Representative.

❖ Financial and Management Competencies:

Book keeping	Expense Planning & Control
Internal Audit	Payables & Receivables
Cash Flow and Wealth Management	VAT Filings, Analysis and Valuation
Resource Management	Cost Reduction
Budget controlling	Payroll Processing

❖ Key skills and Competencies:

- Set effective priorities to achieve goals.
- Has a creativity and productive curiosity about business systems.
- The experience of working to tight deadlines with limited resources.
- High initiative, commitment, flexibility and self-improvement
- Experience in managing large quantities of data.
- People and Relationship Management - Building Relationships
- Change Leadership – Communication.

- Strong awareness of banking sector.