

Curriculum Vitae

Mr. Muayyid Hussein AlAjmi

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Dammam, KSA

Marital Status: Married

Civil ID: 1015797259



Career Objective: To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Qualifications: **Bachelor Financial and Banking Sciences** **2017**
Yarmouk University, Jordan

Courses:

- | | |
|---|--------------------------------|
| 1. Accounting. | 7. Financial Risk Management. |
| 2. Principle of Macroeconomics. | 8. Fundamentals of Management. |
| 3. Insurance. | 9. Mathematics of Finance. |
| 4. Investment Management. | 10. Bank Management. |
| 5. Financial Islamic Institutions Accounting. | 11. Financial Analysis. |
| 6. Financial Markets and Institutions. | 12. Financial Management. |
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Experience:

Route Auditor

Oct 2019 – Present

Pure Food Company (ONE OF IFFCO INTERNATIONAL COMPANIES), Dammam, Saudi Arabia.

- Implement and maintain route auditing policies and procedures.
- Identify and establish corrective actions needed to address problem areas related to routing and servicing issues.
- Performs risk assessment on all customer service locations and communicates these assessments via written reports.
- Verification of Customer outstanding Balances of Accounts Receivable as per credit policy.
- Verifies the Route Verification carried out by Sales Manager / Sales Supervisor / Debt Collector.
- Verification of the invoices with the customer for Trade Deals / Marketing FOC etc.
- Verification of Rebate, Discount and Marketing Support issued as per contract
- Verifies the signature with the Shop Keeper / Owner of a randomly chosen process invoices.
- Physical Stock takes including premium goods and damaged/expired stock at depot.
- Verify Cash Receipts and Cash Sales Invoices.
- Verification of stocks including vending stock on surprise basis.
- Any special assignments as per Operation/Management request.

Salesman

Apr 2019 – Sep 2019

Bamboo, Dammam, Saudi Arabia

- Welcomes customers by greeting them; offering them assistance.
- Directs customers by escorting them to racks and counters; suggesting items.
- Advises customers by providing information on products.
- Helps customer make selections by building customer confidence; offering suggestions and opinions.
- Documents sale by creating or updating customer profile records.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
- Contributes to team effort by accomplishing related results as needed.

Store Admin

Nov 2018 – Mar 2019

Al Shaya Group, Dammam, Saudi Arabia.

- Prepare and hand over petty cash floats every day at beginning cashiers day.
- Receive and record all banking processes from all AL Shaya branch (18 Branches).
- Hand over all the banking processed to the contractor company to the Bank.
- Lead & Solve all Cashiers issue.
- Responsible for the safe money storage.
- Maintain filing system of documents, both hard and soft copies.
- Maintain and develop good relations with cashiers' members, including answering telephone enquiries as appropriate.
- Assist with mailings to members.

Salesman**Oct 2017 – Oct 2018****CenterPoint**, Dammam, Saudi Arabia

- Welcomes customers by greeting them; offering them assistance.
- Directs customers by escorting them to racks and counters; suggesting items.
- Advises customers by providing information on products.
- Helps customer make selections by building customer confidence; offering suggestions and opinions.
- Documents sale by creating or updating customer profile records.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
- Contributes to team effort by accomplishing related results as needed.

Cashier**March 2014 – July 2015****Burger King**, Dammam, Saudi Arabia.

Description:

- Take payment in exchange of items or merchandise sold
- Safely bag, box and wrap purchased items
- Enter transactions in the cash register and provide customers with the total bill
- Sort and count currency and coins
- Issue receipts and change to customers
- Count and reconcile cash at the beginning and ending of each shift
- Process exchanges and refunds
- Ensure that all checkout counters have enough cash
- Process credit/debit card and check payments
- Perform the duties of customer service representative when required
- Create and maintain periodic sales reports and spreadsheets
- Ensure proper management of daily cash accounts
- Train other staff members to work as cashier
- Maintain knowledge of store inventory and sales activities
- Maintain the confidentiality of sensitive information
- Build positive and good working relationship with other staff members

Cashier**2013 – 2014****Kayen Shopping Center**, Dammam, Saudi Arabia.

Description:

- Take payment in exchange of items or merchandise sold
- Safely bag, box and wrap purchased items
- Enter transactions in the cash register and provide customers with the total bill
- Sort and count currency and coins
- Issue receipts and change to customers
- Count and reconcile cash at the beginning and ending of each shift
- Process exchanges and refunds
- Ensure that all checkout counters have enough cash
- Process credit/debit card and check payments
- Perform the duties of customer service representative when required
- Create and maintain periodic sales reports and spreadsheets
- Ensure proper management of daily cash accounts
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- Maintain knowledge of store inventory and sales activities
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Cashier**2004 – 2005****Sport Shop**, Dammam, Saudi Arabia.**Cashier – Summer work****2001****Sport Shop**, Dammam, Saudi Arabia.**Training Courses:****English Course**

King Fahd University of Petroleum and Minerals, Dhahran, KSA

March – April 2018**Financial Analysis Course**

Arab Society of Certified Accountants, Irbid, Jordan.

April 2012 – May 2012**Stocks and Bonds**

Tornado Int. Center, Irbid, Jordan.

April 2012 – May 2012

Effective Strategic Planning Course
Tornado Int. Center, Irbid, Jordan.

March 2010 – April 2010

Effective Communication Skills Diploma (ECS – Diploma)
Tornado Int. Center, Irbid, Jordan.

Jan 2010

Neuro Linguistic Programming Diploma (NLP – Diploma)
Tornado Int. Center, Irbid, Jordan.

Jan 2010

Skills:

Work under pressure
Communication skills
Analytical and research skills
The desire to learn and upgrade to higher grades
Flexibility and the ability to administration to priorities
Personal skills
Leadership skills and positive behaviour
Planning and organization
Enjoy learning about different cultures
Work effectively within a team
The ability to solve problems
Excellence
Microsoft Office

References:

References are available on request.

Notice Period:

1 month notice period.