

Saeed Mushabbab Al Jabri

Personal Information

- Date of Birth: 1985 September, 11
- Marital Status: Married
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Objective

Seeking a challenging position in a leading institution that will allow the utilization of my possessed skills and experience in an environment that promotes upgrading of knowledge and skills.

Education

- New Zealand Academic College Group ACG (English Language) 2006 - 2007.
- New Zealand Executive Language Institute EF (English Language) 2007 - 2008.
- New Zealand Crown Institute (Business Foundation) 2008 -2009
- New Zealand Diploma NZQA (Qualifications Authority) 2009 - 2012
- New Zealand Diploma NZIM (Institute of Management and Leadership) 2010 — 2012
- Bachelor Degree Imam Abdulrahman Bin Faisal University (Business Administration and Management) 2016 – 2020.

Work Experience (Al Rajhi Bank 2013 – Present) Officer Corporate Banking Group Trade Support and Services

- Process LC issuance, amendment, checking documents, settlements & handling incoming Swift and other related duties.
- Act as a customer point of contact for trade business with the ability to discuss technical and operational aspects of transactions with the internal stakeholders.
- Plan, control & manage all trade finance transactions/services professionally.
- Solve the most complicated trade issues in the bank.
- Coordinate with IT to develop Eximble as applicable for trade transactions.
- Communicate with other departments, FI & Treasury upon needs.
- Facilitate & finalize the complicated process of trade operations Centralizations in the bank.
- Day to day tasks including checking LC documents & settlement.
- Handling big clients Transactions such as; SABIC (import & export confirmed LCs) & ARAMCO (Standby LC).

Main Courses

- AML Fund Transfer Using Swift Messages.
- Anti-Fraud Awareness.
- Documentary Credits.
- Operation Risk Management.

Professional Certificate

- Certificate of Completion (Moody's Analytics) of Trade Finance.

Knowledge

- Familiar with all int'l trade related rules (UCP600 , ISBP, ISP).
- Familiar with all trade products.
- Familiar with all banking transactions/products.

Skills

- High level of Work Discipline.
- Presentable, self-motivated.
- Operation Management.
- Customer Service.
- Corporate Finance.
- Data Analysis.
- Team Building.
- Collaborative Problem Solving.
- International & Domestic Shipping.
- Time management.

Language

- English & Arabic