

SULTAN M. KOLAIBI



Contact

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Languages

Arabic- Native
English-Proficient

Courses

Training Courses (Arab Bank)

- Combating Financial Fraud and Managing its Risks.
- Consumer Protection Codes.
- Compliance Awareness.
- Compliance AML/CTF.
- Code of Ethical Behavior.
- Sanction Controls Awareness.
- Effective Customer Service Standards.
- Awareness and Learning Courses.

Volunteers

- **2007-2009:**
The Vice President
at Saudi Student Club (PSU)

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Teamwork and collaboration
- Innovative
- Service-focused

Experience

2022-Present Jeddah International School: (Al-Feras Educational Company)

- **Financial Manager:** Oversee the operation and development of the company's finance departments including creating and reviewing policies, budgeting, recruiting, training and conducting regular assessments of financial procedures.
- Create strategic business plans based on the analysis of the company's status and financial forecasts.
- Monitoring and interpreting cash flows and predicting future trends.

2021- 2022 AlFaris International Travel & Tourism Company:

- **Accounting Manager:** Preparing, reviewing, and analyzing financial statement to ensure accuracy and completeness. Including managing the general accounting functions, accounts payable, accounts receivable, and general ledger.

2020 Taajeer International Company: (MG Motors)

- **Sales Manager:** Responsible for leading and guiding a team of sales people. Setting sales goals, sales plan, and analyze data.
- **Marketing Manager:** Analyzing budgets, and ensuring that the sales team meets targets. Developing marketing plans, and understanding consumer requirements.

2017-2018 Initial Saudi Group Company:

- ❖ **(Workforce's Project):**
- **Accounts Payable:** Providing financial, administrative support to the organization. Their role is to complete payments and control expenses, processing and reconciling invoices.
- **Accounts Receivable:** Including securing revenue by verifying and posting receipt.
- ❖ **(King Abdallah Economic City's Project):**
- **Human Resource Manager:** Including planning, organizing, and controlling the activities and actions of the **HR** department.
- **HR Payroll Accountant:** Ensuring payroll reports (monthly, quarterly, and annually are filed timely and accurately.

2013-2016 Arab National Bank:

- **Guarantee's Processor (Trade Operation Center):** Creating an order to issue a banks guarantee.
- **Cash and Payment Center:** Including counting cash, filing deposit slips.
- **Customer Service (Corporate Branch):** Handling complaints, processing orders, and returns.
- **Bank Teller (Corporate Branch):** Handling customer financial transactions, deposits, withdrawals, transfers, and money orders.

Education

- **Language Studies International**, Jeddah, 2007
- Bachelor degree in Finance at **Portland State University**, Oregon, Portland, 2013
- Certificate of Accounting Technician, **SOCPA**, KSA.