

NOUF ALQUDAIMI

Saudi Arabia, Alkhubar | +966562737072 | n_alqudaimi@hotmail.com

Summary

An accountant with a demonstrated history of working in the banking industry, where my experience is focused on auditing the financial exchange of customers, and receiving and fulfilling SAMA inquiries of bank customers.

Education

Bachelor / Accounting - Princess Nora Bint Abdul Rahman University Jan 2008 – Jan 2013

Experience

Retal Urban Development Company Aug 2022 – Oct 2022
Internal Auditor

- Monitor the application of regulations, systems and policies within the company, whether financial or administrative

Al-Bilad Bank Apr 2019 – Jan 2020

SAMA Enquiries Fulfillment Specialist

- In SAMA inquiries Fulfillment Unit, receiving and accomplishing more than 300 SAMA requests per day.
- Requirements implicate ban or ban lifting of individual or companies bank accounts.

Saudi Investment Bank Aug 2013 – Aug 2017

Auditor

- Financial exchange information is received from at least 8 branches per day from the exchange department.
- Handle the process of auditing exchange information to ensure it matched with the system.

- Identify high-risk errors, such as the difference of the amount entered into the system with the amount received from the customer.
- Errors are filled in the Excel program for each branch and sent to the line manager which contributes to avoiding any damage or losses to the bank.

Training

- English course (listening, reading, speaking and, writing) in English Education Center.
Nov. 2017 to Jan. 2018
- Customer service in ALINMA Bank. *Feb 2012 to April 2012*
- Training at the Saudi Investment Bank (SAIB). *July 2011 to Sept 2011*
- Business and Administration Course and Workshop. At Princess Nora Bint Abdul-Rahman University. *9th to 10th Nov 2010*

Key Skills

- Problem-solving motivating and flexible. Marketing and Public Relation skills as human relations, working with people and working under stress.
- Communication skills are presented as explaining, listening, negotiating, reasoning, teaching/training, working with a group, and presenting.
- Interpersonal Skills are defined as the ability to learn, be adaptable, confident, cooperative, Creative, listen problem-solving self-motivated, and team leader.
- Ability to use computer skills and also able to work with Microsoft Office software such as word, powerpoint, and Excel.

References

References are available upon request.