

Curriculum Vitae

Nadheer Othman AL-Balushi

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Personal Information:

- Date of birth :25/12/1988
- Nationality : Omani
- Languages Known: Arabic - English- Hindi - Urdu -Balochi

Carrier Objective:

Seeking a challenging position in an organization where I can apply my thoughts and skills for the development of the organization as well as my personal growth.

Academic Qualifications:

- High Secondary School Certificate Sc - year 2009
- Microsoft Office Polyglot Institute - year 2007
- High Dipolma in Finance - Majan college - 2018 (**under Processes**)

Training Programmers Attended:

- Central Bank of Oman (**Banknote Counterfeit**)
- College of Banking and Financial Studies (**Excellent Customer Service**)
- College of Banking and Financial Studies (**Business Communication**)
- Habib Bank Limited (**Banking products**)
- Habib Bank Limited (**Up your Service**)

Skills:

- Typing Excellent English - Arabic
- Using Computer short key without using Mouse
- Good Experience using Excel making charts & Report
- Good Experience using Adobe Photoshop Cs & Adobe Flash
- installation Pc windows
- Software & Hardware ac
- Make Easiest and faster work force area
- Good acknowledge using Outlook , Word , Power Point
- Good acknowledge using (Oracle and Maysis Banking system)

Experiences:

Total experience 8 years

Company : Mustafa Sultan Exchange
Position : Assistant Accountant - Ruwi Brach
Period : from 22/2/2010 to 20/6/2011

Company : Mohsin Haider Darwish LLC
Position : Accountant - Finance Department
Period : from 22/6/2011 to 19/7/2012

Bank : Habib Bank Limited
Position : Officer - Head Office
Period : from 19/7/2012 to 29/7/2016

Bank : Oman ORIX Leasing Company SAOG
Position : Officer - Asset Quality Review Function
Period : from 30/6/2016 to till date now

Mustafa Sultan Exchange LLC

Customer Service

- Understanding the customer need on transaction type and advice correct solution
- Creating Bank transaction request for Customers
- Identifying customer profile through KYC (Know Your Customer) norms
- Customer survey calls for understanding the satisfaction level

Remittance service:

- Remittance to India through RTGS/NEFT transactions with 110 banks and more than 54000/- branches across India
- Remittance to India through SBI Express transactions more than 13000 branches
- Western Union transactions worldwide-Effective creation of MTCN Numbers

Mohsin Haider Darwish llc Finance Dept.

- Booking Invoices and LPO with D/N on Oracle system
- Making cheques for supplier
- Monthly balancing on Excel sheet
- Keeping dally reports end of day
- Book keeping & filing Invoices and LPO
- Checking all invoices of Oman oil

Habib Bank Limited

- Account Opening (individual and Business)

- Issuing Visa Debit Card (ATM)
- Clearing inward & outward Cheques (ECC system)
- Telex Transfer & Swift Transfer & Fast Remittance
- Personal Loan / Business Loan SME
- KYC / AML / CIM Updating
- Daily ATM Balance and Maintaining reports
- Emailing for requesting Stationary

Oman ORIX Leasing Company SAOG

Asset Quality

Review Function

- Verification of loan document (individual and corporate)
- Cheque Receiving from Lessee
- Printing and Posting Cheque
- Scanning Loan Documents
- Correcting Credit Report in the System
- Emailing for requesting Stationary
- Preparing CR for Payment
- Making LPO for Bahwan and OTE
- Loan File Following
- submitting Cheques and Loan Documents to Credit Administration