



# Hossam Nabil Abd Eltawab

**Day of birth:**..... 12 / 10 /1982  
**Residence:** ..... Riyadh- Saudi Arabia  
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**Marital status:** ..... Married  
**Military status**..... Exempted

## Education

(Bachelor's tourist studies 2004)

## Work experience

- 2/2022 TO NOW** - Senior Document Controller at Bani Limited Construction  
(Saudi Arabia).
- 2019: 1/2022** - Senior Document Controller at Asas Town Construction Company.  
(Saudi Arabia).
- 2016 :2018** - Document Controller at Hassan Allam Construction Company
- 2014: 2016** - Banking Relationships manager at SAIBANK
- 2011:2013** - Head of Customer Service at SAIBANK.
- 2009: 2010** - Senior Head of Customer Service at SAIBANK.
- 2006: 2008** - Customer Service Officer at SAIBANK
- 2005: 2006** - Ticketing Reservation and Handling boarding at Saudi airlines in Cairo Airport.

## Other professional experiences, references

- responsible for the timely, accurate and efficient.
- preparation and management of documents.
- storing and retrieval of both electronic and hard copy documents produced by technical teams, projects or departments.
- Following-up long-term loan balances, debit interest, loan repayment instalments, bank account reconciliations, and preparation of accounting journal entries for loans and accrued interest.
- Ability to lead a team and develop their skills

- Carry out all banking operations
- The ability to provide the various funds needed by the institution
- Experience in auto loans, mortgage finance and personal loans.
- Experience in serving clients and working on their problems.
- Establishing and developing a work system for the department.
- Meeting, Predicting and achieving client needs.
- Creating a spirit of competition between the work team.
- Develop plans to increase sales and profits of the institutions.
- Review the implementation of banking operations.
- Give credit approvals for different accounts.
- Carry out all banking operations.
- Handling Credit Accounts.
- The Work of all Internal and External Transfers.
- The ability to market the banks and attract new customers.
- Patience and the ability to carry others and how to solve problems and deal with all social levels.
- Gained an excellent experience in retail banking.
- Good knowledge of Personal & Car loans and fully secured overdraft lines.
- The ability to increase business sector sales in human resources companies and develop operational plans with other departments.

## Certificates and Courses

- English Division in the American University.
- Swifts. in The Banking Institute (Egyptian Central Bank).
- English for Business. in The Banking Institute (Egyptian Central Bank).
- Anti-Money Laundering in The Banking Institute (Egyptian Central Bank).
- Standard Package for Microsoft office.

Language proficiency: Arabic



English

