

# Saleh Alamri

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## SUMMARY

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Bachelor's Degree in Banking and Financial Markets with strong skills in financial analysis, reporting, and risk management. Certified in Project Management, Cybersecurity basics, and financial services transformations. Experienced in document management, cash handling, and data analysis. Possess excellent communication, leadership, problem-solving, and time management skills.

## EXPERIENCE

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### Exchange Company | Saudi Arabia

Teller - Branch Supervisor | February 2024 – Present.

- Supervise daily branch operations to ensure smooth and efficient financial transactions.
- Perform teller duties such as receiving and processing cash, and verifying transactions.
- Supervise and guide teller and front-desk staff, delegating tasks and tracking performance.
- Train and mentor new tellers, providing guidance to improve efficiency and customer handling.
- Prepare financial reports and reconciliation statements, and submit documentation to management.

### Al-Janadriyah National Agencies Company Limited | Saudi Arabia

Secretary | March 2022 – February 2024.

- Organized and managed the General Manager's schedule, including setting appointments.
- Coordinated and organized official visits, ensuring necessary arrangements for receiving visitors.
- Answered phone calls, emails, and direct inquiries, and redirected them to the appropriate persons.
- Managed and organized official records and documents, ensuring they were securely stored.

### Al Aseel Hawazen Hotel | Saudi Arabia

Receptionist (seasonal) | 2019.

- Greeted guests warmly upon arrival and ensured a smooth check-in and check-out process.
- Managed room reservations and cancellations using hotel booking systems.

### Al Aseel Refada Hotel | Saudi Arabia

Receptionist (seasonal) | 2019.

- Handled guest inquiries and provided accurate information about hotel services.
- Answered phone calls, emails, and in-person requests in a professional and timely manner.

### Anwar Al Aseel | Saudi Arabia

Receptionist (seasonal) | 2018.

- Coordinated with housekeeping and maintenance teams to fulfill guest needs and special requests.
- Resolved guest complaints with patience and professionalism to ensure high levels of satisfaction.

### Dallah Ajjad Hotel | Saudi Arabia

Receptionist (seasonal) | 2018.

- Assisted hotel management with administrative duties such as reporting.
- Maintained the front desk area in a clean, organized, and welcoming condition.

## EDUCATION

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### Umm Al-Qura University | Saudi Arabia

Bachelor's Degree in Banking and Financial Markets | GPA: 3.11 / 4 | 2023.

## OTHER

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### ● Certificates And Courses:

- Project Management (PMP).
- Exchange and Money Transfer | Financial Academy.
- Basic Principles of Cybersecurity.
- Future Transformations in Financial and Banking Services.
- Procurement Management and Project Stakeholders.
- Financial Analysis.
- Artistic Communication Culture.
- International Accounting Standards in the Public Sector 1 & 2.

### ● Hard Skills:

- Financial Analysis.
- Financial Reporting.
- Risk Management.
- Document Management.
- Cash Drawer Balancing.
- Data Analysis.
- Microsoft Office Skills.

### ● Soft Skills:

- Communication Skills.
- Leadership and Team Management.
- Creative Problem-Solving.
- Adaptability and Flexibility.
- Teamwork.
- Time Management.
- Attention to Detail.

### ● Languages: Arabic, English.