

Majd Alo

Administrative – Financial – Engineering



Male

1st Jan 1986

+966 563 423 599

Majd.alo@hotmail.com

KSA – Riyadh

Syrian

Married

Skills

- Computer

Word, Excel, Power Point

- Languages

Arabic Mother tongue

English Good

Certification

2008 – Mechanical and Electrical Engineering Diploma /Damascus University.

Reference

-Prince Sultan Bin Fahed
+966 11 482 8840

-Ewan Decoration
+966 11 222 1845

-QNB/HR
+963 11 443 2221

-Bank Bemo Saudi Fransi
+963 11

Interests

Reading, Tennis Table, Swimming.

Objective

Although I believe that my resume will not reveal my abilities and skills, but I hope it will be a chance to open up a new possibility for me. I hope I can find a good job that improves and expands my knowledge.

Education

- BA in BA in Economics / Banking & insurance Damascus University – 2009
- **Courses:** Anti Money Laundering, Trade Finance.

Work Experience

- **Prince Sultan Bin Fahad's office**
administrative Officer Riyadh Jul 2021 – Present
 - Act as the office manager and point of contact among executives, employees, clients and other external partners.
 - Manage information flow in a timely and accurate manner.
 - Manage the calendars and set up meetings.
 - Oversee the performance of other clerical staff.
 - Organize and maintain the office filing system.
- **Saudi Ewan Decoration Est.**
Project Manager Riyadh 2016 – Jul 2021
 - Manage, plan, and execute projects and ensure their completion within the specified time, cost, quality.
 - prepare bills of quantities in cooperation with the design department, after studying the design, executive plans, and related documents.
 - Oversee all project communication and inform the technicians and suppliers on the site and design.
 - Prepare the project execution quotation and prepare the project work plan.
 - Purchase all necessary project resources, including required tools, material, and suppliers.
 - Preparing the project expense sheets for the accounting department.
- **QNB Qatar National Bank**
Head Teller Syria May 2015 – Dec 2015
 - Responsible for managing and training the team of tellers to deliver cash related services to customer over the counter in an efficient, courteous, and error-free manner i.e.:
 - Ensure that teller process transactions (cash, checks, remittance requests, utility bills, credit card payments etc.) in compliance with the approved policies/ procedures and the applicable regulatory guidelines.
 - Authorize transactions the exceed the individual teller's authority.
 - Coordinate with the department responsible for transportation of cash to/from central vault to insure timely availability of cash at all times.
 - Review the teller end of day report against the source documents to ensure accuracy and completeness of processing.
 - Conduct count of the cash in the vault & teller boxes against the documentary records.
 - Resolve instance of excess/ short cash in accordance with the duly approved policy/ procedures.
- **Bank Bemo Saudi Fransi**
Retail – Remedial Officer Syria Oct 2012 – May 2015
 - Responsible for unpaid/non-performing loan retail loans and finding appropriate solutions for each case (telephone follow-up, legal warning messages, payments agreement reschedule, lawsuits... etc.).
- **Bank Bemo Saudi Fransi**
Teller Syria Apr 2012 – Oct 2012
 - Implementation of financial transaction for clients (cash, checks, remittance requests, utility bills, credit card payments etc.)
 - Fight money laundering, Order daily supply of cash and count incoming cash.