



# Hossam Nabil Abd Eltawab

Day of birth: ..... 12 / 10 /1982  
Residence: ..... Riyadh- Saudi Arabia  
Phone ..... 00966539751273  
E-mail ..... [hossam.nabil8282@gmail.com](mailto:hossam.nabil8282@gmail.com)  
Marital status: ..... Married  
Military status ..... Exempted

## Education

(Bachelor's tourist studies2004)

## Work experience

- 2/2022 TO NOW** - Senior Document Controller at Bani Limited Construction (SAUDI ARABIA)  
8-2025 PROJECT: MORCIA (RESIDENTIONAL BUILDING)  
OWNER: MINISTRY OF HOUSING.
- 3-2024 PROJECT : KHARIS OFFICE BUILDING  
OWNER : RIYADH DEVELOPMENT CO.
- 8-2022 PROJECT : YASMEEN VILLAS  
OWNER : OSUS REAL ESTATE CO.
- 2019: 1/2022** - Senior Document Controller at Asas Town Construction (SAUDI ARABIA)
- 2016 :2018** - Document Controller at Hassan Allam Construction Company.  
2-2016 PROJECT : SWAN LAKE (VILLAS-APARTEMENT)  
OWNER : HASSAN ALLAM RESIDENCES
- 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

## 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
- Experience in serving clients and working on their problems.
- Establishing and developing a work system for the department.
- Creating a spirit of competition between the work team.
- Review the implementation of banking operations.
- Handling Credit Accounts.
- The Work of all Internal and External Transfers.
- Patience and the ability to carry others and how to solve problems and deal with all social levels.
- 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).
- Standard Package for Microsoft office.

Language proficiency: Arabic



English

