


Khatar Hameed Alenzi

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 Riyadh, Saudi Arabia

OBJECTIVE

I am seeking a job opportunity in the field of finance and investment where I can apply the knowledge and skills I have gained throughout my academic journey. I aim to further develop these skills within a professional work environment that contributes to my career growth. I possess the flexibility and ability to meet the needs of the organization, whether in tasks directly related to my major or other professional responsibilities, enabling me to adapt and contribute effectively in various work settings.

EDUCATION

Imam Muhammad Bin Saud Islamic University – Riyadh

- Bachelor's Degree in Finance – Finance and Investment
 - Cumulative GPA: 4.53 / 5.0
 - Expected Graduation: June 2025
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EXPERIENCE

Accountant - Awaser company

Recorded invoices and financial transactions

Prepared payment orders and managed financial records

Entered daily journal entries and handled essential accounting operations

Arab National Bank (ANB)

Co-op Trainee – Trade Operations Center (Bank Guarantees Department) | March 2, 2025 – July 3, 2025

- Assisted in preparing documentation related to bank guarantees.
- Communicated with relevant parties to fulfill banking operation requirements.
- Learned electronic systems used to execute and monitor guarantees.

Trainee – Branch Management

- Gained hands-on experience in customer service operations and daily branch activities.
 - Supported transaction processing and essential banking operations.
 - Developed communication skills and an understanding of diverse customer needs.
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SKILLS

- Financial Analysis
 - Risk Management
 - Proficient in Microsoft Office (Excel, Word, PowerPoint)
 - Effective Communication Skills
 - Problem Solving
 - Team Collaboration
 - Fast Learner and Self-Development Oriented
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Certifications

- CME-1B Certificate – The Financial Academy
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COURSES

- Fundamentals of Wealth Management and Financial Consulting – Financial Academy, Nov 2023
- “The Big Trader” Program – Ethmar Financial, King Saud University
- Entrepreneurship Skills – FAACT Academy, July 2024
- Microsoft Office Applications (Word, Excel, PowerPoint) – Al Khaleej Training and Education Institute (3 months)
- Numo Applied Program – Eqrar Academy (3 weeks)

LANGUAGES

- Arabic - English.