


# Naif Saad Al-Shalawi

 Saudi Arabia

 [0551759254](tel:0551759254)

 [naifsaad115@gmail.com](mailto:naifsaad115@gmail.com)

## Career Objective

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A graduate of a Bachelor's degree in Financial Management and a Diploma in Banking, I aspire to work in the banking or financial sector within a professional environment that enables me to develop my financial skills, and apply my academic and practical knowledge. I strive to contribute to the achievement of organizational goals through efficient work, commitment, and team spirit.

## Education

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### Bachelor's degree in Financial Management

Arab East Colleges – Riyadh - 2026

### Diploma in Banking Business

Institute of Public Administration – Riyadh - 2022

## Professional Experience

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### Assistant Agency for Financial Affairs - Ministry of Health

Collaborative Training – 2026

- Preparation of disbursement orders and exchange approval orders.
- Creating inventory orders in a system (resources).
- Processing feedback in the Etimad platform.
- Receipt of contracts and issuance of electronic receipt notes.
- Creating non-medical contracts through the Mawarid system.
- Prepare Excel files to indicate the disbursement and residual of the contracts.
- Address the various departments and respond to the financial representative.

### Al Rajhi Bank

Banking Sector Training Program - 2022

- Identify the mechanism of work within the branches and customer service.
- Contribute to the opening of accounts and provide information on banking products.
- Dealing with banking systems and recording data accurately.
- Organizing the day-to-day operations within the branch and supporting the management of the classes.
- Gain experience in wire transfer financing procedures, and banking compliance principles.

## Skills

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- Proficiency in banking operations
- Self-learning
- Use of Microsoft Office programs (Excel - Word - PowerPoint)
- Knowledge of electronic banking systems
- Time management and organization of tasks
- Communication and customer service skills
- Teamwork and responsibility bearing

## Languages

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• Arabic Native

• English: Good