

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Finance
Minor: Management Information Systems
GPA: 3.38

Institute of Public Administration, Saudi Arabia
Associate Degree in Accounting, Graduated: August 2006
Major: Accounting
GPA: 3.6

ACTIVITIES: Member of Temple Financial Management and Investment Association.

EXPERIENCE: **The Franklin Institute, Philadelphia PA** September 2014 – December 2014
Intern-Finance Department

- Handled data entry into the accounts payable and purchasing modules.
- Processed reconciliations in MS Dynamics NAV.
- Managed endowment portfolio quarterly reviews.

HSBC/SABB, Saudi Arabia June 2007 to March 2011
Corporate Support Officer

- Handled corporate accounts up to USD 25 million annual turnover.
- Assisted in granting customers with funded and non-funded credit facilities.
- Managed portfolio profitability and growth plans.
- Analyzed financial statements and credit check reports for credit worthiness.
- Monitored loan reports for over dues.

Swaidi Industrial Services, Saudi Arabia January 2007 to May 2007
Accounting assistant-Payroll

- Processed monthly staff payroll.
- Audited timekeeping records.
- Posted changes in pay and tax status.
- Maintained staff attendance records.

Arab National Bank, Saudi Arabia October 2006 to January 2007
Sales Development Officer

- Interacted with current and potential clients about possible financial solutions.
- Arranged corporate meetings to increase the awareness of the bank's products.
- Processed loan applications with credit risk agencies and head office.

Ernst & Young, Saudi Arabia June 2006 to August 2006
Intern-Assurance Services

- Inspected clients account books to ensure of the accuracy of the financial statement and to ensure compliance with all applicable regulations
- Prepared detailed reports of audit findings.
- Conducted warehouse visits to audit inventories.

SKILLS & LANGUAGES:

- Financial Tools: Bloomberg Terminal, S&P Capital IQ, Thomson One, MorningStar.
- Computer Skills: SAP, SAS Enterprise Miner, MySQL, Word Press, MS Office, MS Project, MS Excel-proficient.
- English & Arabic-fluent.