
Fahad Munshi

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Summary

As a business administration graduate from King Saud University, I have gained valuable skills and knowledge in the field of management. I have also completed multiple certifications, such as the McKinsey Forward Program, which enhanced my problem-solving, communication, and teamwork abilities, and the Banque Saudi Fransi Intro to Financial Sustainability, which taught me the principles and practices of sustainable finance. In addition, I have acquired hands-on experience as an intern at the Saudi Central Bank, where I worked with the General Department of Insurance Control in conducting analysis and reporting on the insurance sector. I am passionate about learning new things and pursuing a career that aligns with my values and goals. I am fluent in Arabic and English, and excellent in Microsoft Tools.

Education

King Saud University

Riyadh, Saudi Arabia

Bachelor in Business Administration, Management Track.

Sep 2019- Jan 2024

Relevant courses: Operations Management, Supply Chain Management, Strategic Management, International Business, Organizational Theories & Organizational Design, Entrepreneurship and Innovation, Organizational Change & Development, Corporate Governance, Human Resources Management, Management Science.

- Collaborated with team members on various projects.
- Analyzed and organized data sets.
- Learned the important tools of business management.
- Worked on many reports and presentations on various topics such as human resources, organizational change & development, entrepreneurship, marketing and more.

Experience

Tibbiyah

Admin Coordinator

- Coordinate Supplies and office materials purchases with the procurement department.
- Oversees maintenance, security, space management, and compliance with safety regulations.
- Planning company's events and celebrations.
- Handling storage, archiving and filing activities.

Bank Albilad

Tamher at the Risk Management Department (Credit Documentation Divison)

Jun 2024 – Dec 2024

- Worked on preparing the required documents for credit facilities (promissory notes, loan contracts, security agreements, and guarantees).
- Review the documents received from relationship managers to make sure they are completed and accurate.
- Coordinate with the legal department to ensure documents are compliant with legal requirements.
- Receive the promissory notes and other necessary paperwork to inspect and review before approving.
- Store and organize the documents properly to make them easily accessible for future reference.

Saudi Central Bank

Intern at the General Department of Insurance Control

Aug 2023 – Nov 2023

- Worked with team members on writing and reviewing reports and official documents.
- Used Microsoft Excel functions to turn the raw data into an informative form.
- Went through a rotation program on different sections of the department.
- Completed a monthly report on progress.

- Completed a report on the third quarter supervisory activities of 2023.
- Completed a presentation on the supervisory and inspection activities.

Skills & Interests

Technical Skills: Microsoft Office Tools(Excell, Word, PowerPoint, and Access).

Core Skills: Problem Solving, Teamwork, Adaptability and Flexibility, Strategic Thinking.

Languages: Arabic(Native), English(Fluent)

Certifications

- McKinsey Forward Program.
- Banque Saudi Fransi Intro to Financial Sustainability from Udacity.
- Microsoft Excel course from Dorooob.
- Standardized Test for English Proficiency - STEP (Score: 90)

