

Abdullah Mohammed Al-Anzi

| Abdullah.alaanazi@gmail.com | Riyadh, Saudi Arabia | 0552131851

Linkedin: www.linkedin.com/in/abdullah-al-anazi-116a9725a

Abstract:

Specialized in financial management with diverse experience in customer service and sales, I am distinguished by my ability to achieve outstanding results and manage operations with high efficiency. I hold membership in the Saudi Organization for Certified Public Accountants with a proven record of academic and professional achievements.

Academic qualifications:

- Bachelor of Finance: King Saud University | 2022-2023
 - Diploma in Financial and Banking Management
 - Community College | 2015-2016 - Third place in the batch - I was honored twice as an ideal student Very
 - GPA: Very good high (4.06)
-

Academic courses, professional certificates, and volunteer courses:

- Introduction to Computer and Networking | September 2022 - Project Management Program | May 2022 - Operations and Warehouse Management (Saudi Logistics Academy) | December 2024
- Testimony of the Honorable Employers of the State of CIPP

Professional Experience:

Cooperative training | at Al Rajhi Bank (2016):

- Dealing with customer inquiries and requests - Assisting in daily banking operations - Training on various bank systems

Cooperative training | at Prince Mohammed bin Abdulaziz Hospital in the Administrative Finance Department (2022):

- Participate in reviewing and auditing financial documents - Assist in preparing financial reports and budgets - Deal with financial documents and papers

Accountant | Part-time at Al-Othaim (2016):

- Managing sales and payment operations - Dealing with points of sale - Maintaining the accuracy of financial transactions

Customer Service Specialist | Eastern Electricity Company Full time (2023):

- Respond to customer inquiries via phone calls and HotSuite - Process customer complaints and requests - Provide effective solutions to customer problems
- Documenting and updating customer data in the system - Direct communication with customers and providing the necessary assistance

Security Officer | at Al Saif Security Company(2024):

- National Protection Officer (NPO) certification - Building security, employee security, asset protection, monitoring and reporting - How to respond to incidents and control damage

Customer Service Agent | SGS Ground Services Baggage Service Section Full Time (2024):

- Managing and documenting reports of lost and damaged baggage - Recording detailed specifications of bags (type, color, shape)
- Submitting compensation requests for damaged bags and assessing the value of damages
- Direct coordination with the station manager and submitting the necessary reports - Communicating with passengers and informing them of the status of their luggage - Following up and resolving baggage complaints until the case is closed

Sales Representative | Patchi Part Time (2024):

- Providing assistance to customers and suggesting suitable products - Managing sales and payment processes - Contributing to organizing and arranging displays

Service Management Specialist | Executive Offices King Khalid Airport (From 2024 to March 2025):

- Managing passenger registration and service operations in the executive lounges (T3 lounge) - Providing express entry (Cip) services and managing their procedures
- Verifying travel documents and ensuring data compliance - Implementing service fee collection procedures and managing payment processes
- Providing high-quality customer service that meets the standards of executive offices

Metro Al-Riaz, Kingdom of Saudi Arabia – Mayor Osfir Al-Muhtate, (April 2025 - than now)

- Usharaf Musharraf is responsible for the staff of the People's Republic of Security
- Distribute broadcasts of peaceful peace to the public
- Dear Strategies Department of Al-Hashod Strategies for Peaceful Activities in the Neighborhood, Mom Hossan Experience Al Rabi

University Project / Virtual Portfolio Project in the US Stock Market:

- Organize and lead a team while delegating tasks - Create activity and investment performance reports
-

Skills:

Administrative and financial skills:

- Financial analysis - Financial reporting - Understanding accounting processes - Time management - Organization and prioritization

Customer service skills:

- Effective communication with customers - Solving customer problems - Excellent customer service - Handling customer complaints

Technical skills:

- Microsoft programs (power point, Excel, word) - Point of sale systems - Dealing with banking systems - Accounting programs

Personal skills:

- Working within a team - Withstanding work pressure - Flexibility and adaptability - Accuracy in work - Commitment to deadlines
-

Languages:

- Arabic
- English