

EBRAHIM AHMED HAMOUDATEMRAZ

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Project Coordinator



SUMMARY

I am a coordinator at the bank, with experience in coordinating daily operations and ensuring efficient workflow. I am always keen to develop my skills and fully utilize them to contribute to the success of the organization I work for. I seek challenging opportunities that enable me to achieve outstanding performance and support the team in reaching common goals.

WORK EXPERIENCE

Coordinator, Al Rajhi Bank, Saudi Arabia

2019 - 2025

- Accurately handled currency, coins, and checks, reducing financial errors.
- Maintained precise daily cash drawer balance for smooth operations.
- Identified customer needs and referred to suitable banking products, boosting satisfaction.
- Verified customer identities and ensured strict policy compliance.
- Detected and prevented fraud to safeguard bank and customer funds.
- Addressed customer inquiries and resolved account-related issues.
- Recorded all transactions accurately to improve financial reporting.

Branch Manager, AlSayari Exchange, Saudi Arabia

2014 - 2018

- Provided courteous and professional customer service, boosting satisfaction.
- Accurately processed deposits, withdrawals, check cashing, and loan payments efficiently.

Teller, Al-Mahmal Exchange Currency, Saudi Arabia

2010 - 2013

- Accurately and promptly handled currency exchange to serve clients efficiently.
- Assisted clients in resolving their issues and provided necessary support to ensure customer satisfaction.

PROJECTS

- Insert digital transformation
- Digital Transformation
- Develop a mobile app for easy rate checking and transaction tracking.
- Offer online currency exchange and pre-booking features.
- Use automated teller machines (ATMs) for 24/7 exchange services.

EDUCATION

Diploma, Technical Commercial Institute, Grade: Good

2009

LANGUAGES

- Arabic : Native
- English : Very Good

SKILLS

- Basic math and computer skills.
- Strong attention to detail.
- Good communication and customer service skills.
- Ability to handle transactions quickly and accurately.
- Trustworthiness and discretion with confidential information.