



Mohammed Al Efissan

Head of Trade Service



+ 966 504260705



Mohefi9@hotmail.com



Riyadh /KSA

SKILLS

10/10

Attentiveness

10/10

Decisive

10/10

Efficient Problem Solving

10 / 10

Integrity

10/10

Clear communication skills

EDUCATION

HIGH DIPLOMA/ BUSINESS MANAGEMENT

KING'S COLLEGE- ENGLAND

1996 – 1997

DOCUMENTARY CREDIT SPECIALIST (CDCS)

INSTITUTE OF FINANCIAL SERVICES

2004

ABOUT ME

*PROUDLY HAD THE OPPORTUNITY
TO PARTICIPATE IN ESTABLISHING
TWO TRADE UNITS IN MY COURIER*

EXPERIENCE

Head of Trade Services

EMIRATES ENBD KSA 04/06/2017 Till present

FOUNDER OF TRADE SERVICES IN KSA BRANCH

- STREAM LINING THE ENTIRE PROCESS FOR ALL PRODUCTS.
- SYSTEM ENHANCEMENT AND DEVELOPMENT.
- REVISING AND AMENDING RELATED APPLICATIONS.
- WRITING THE POLICY ACCORDING TO SAMA RULES
- MEETING INTERNAL AUDIT AND COMPLIANCE REQUIREMENTS.
- MAINTAINING SLA.
- INTRODUCING NEW PRODUCTS.
- IN JOB TRAINING FOR TRADE STAFF.
- CUSTOMER EDUCATION ABOUT TRADE PRODUCTS.
- CROSS SELLING.

Head of Trade Services

BANK AL BILAD 04/06/2005 Till 04/06/2017

FOUNDER OF TRADE SERVICES

- STRATEGY PLANNING FOR BETTER ENVIRONMENT
- SYSTEM CREATING FOR BOTH FRONT AND BACK OFFICE.
- ESTABLISHING POLICY AND PROCEDURES.
- ESTABLISHING APPLICATIONS AND FORMS.
- ESTABLISHING SLA.
- MEETING SHARIA REQUIREMENT FOR ALL PRODUCTS.
- ENSURING ADHERENCES OF SAMA AND ALL ICCs RULES
- ESURIENCE OF BEST SERVICES TO CLIENTS.



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LANGUAGES

ARABIC

ENGLISH

SPANISH

TRAINING

BUSINESS MANAGEMENT COURSE

ANGLO CONTINENTAL - ENGLAND FOR BUSINESS
STUDIES

1996

MANAGING EXPORT L/C'S UNDER UCP

THE INSTITUTE OF BANKING

2004

EXPERIENCE

SENIOR OFFICER

NCB 15/09/2003 Till 03/06/2005

EXPORT LC UNIT

- DC ADVISING, AMENDMENT
- CONFIRMATION, DISCOUNTING.
- MIS REPORTS
- TRAINING NEWLY JOINED STAFF.
- DOCUMENTS CHECKING.
- BILLS PAYMENTS.

SUPERVISOR

SABB 10/10/1997 Till 02/09/2003

EXPORT LC UNIT

- DC ADVISING, AMENDMENT
- CONFIRMATION, DISCOUNTING.
- MIS REPORTS
- TRAINING NEWLY JOINED STAFF.
- DOCUMENTS CHECKING, SABIC DOCUMENTS CHECKER
- BILLS PAYMENTS.

DEPUTY MANAGER

HAMAD AL-EFISSAN EST 01/10/1987 Till 10/10/1997

- IMPORTING FURNITURE.
- MANAGING THE WORKSHOP AND EXHIBITIONS
- STOCK INVENTORY