

# MAJID ALQURASHI

Saudi Arabian; D.O.B.22-Feb-1984

Married, Dependents (2)

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## Career Objective

Seeking a job opportunity in the field of finance and accounting to utilize my experience and education along with my critical thinking and leadership skills to provide the company with highest level of strategic services.

## Summary

Banking wholesale operations, accounting, and treasury experience with concentration in Trade Finance for global businesses and financial organizations. International and client-service oriented. Honor Accounting bachelor degree graduate from the University of Business and Technology-UBT and former senior Applied Computing Technology student in Colorado State University-CSU, U.S.A. with Proficiency certificates in English and French languages. Ethical, initiative, attentive, fast learner, open minded with passion to perfection.

## Professional Experience

### ***Treasury Trade Finance Supervisor - M.Y.Naghi Motors Company (2016 – 2017)***

- Supervise trade cycles and consequences of business related decisions from issuance of PI and transport documents until customs clearance and delivery/receipt of goods at ports of discharge.
- Meeting and alignment with Sales, Logistics, and other group companies of M.Y.N. to customize and execute trade finance transactions (Letters of Credit, Letters of Guarantee, Bills of Collection, Invoice Refinancing, Short-Term and Long-Term loans).
- Acting as a major channel of communication with the banking sector for financial matters.
- Maintaining databases for shipments imported, shipments exported, LCs, and LGs locally and internationally.
- Managing settlements of payables for imported vehicles and auto parts to banks in the form of cash, import LC shipments, or bills of collection in local and foreign currency.
- Managing collection of export sales receivables for exported vehicles and auto parts from banks in the form of cash, export LC shipments, or bills of collection in local and foreign currency.
- Reconciling accounting records and producing monthly reports for due payments, expected receivables, and utilization of credit facilities.
- Purchasing in local/foreign currency with forward rates and selling in local/foreign currency on spot rates.
- Supervising a team of bank representatives and coordinating with banks to confirm execution of treasury operations for group companies of M.Y.N.
- Managing Bank Accounts for group companies in local and foreign currency (opening/closing, assuring sufficient balances, cash transfers, cash sweeping and updates of profile information).
- Managing funding requests received by other business units or by other group companies.
- Coordinating with banks for outstanding facilities credit lines, management of cash flows, and for all other inquiries from all departments and group companies.

### ***Trade Officer - National Commercial Bank (2013-2016)***

- Managing high volume of bank trade operations with approaches of Six Sigma, KPI measurement, and lean management.

- Maintaining and reconciling corporate accounting records for facilities' utilizations, expenses, payables for importing clients, and receivables for exporting clients with continuous following up with corporate and individual clients.
- Management of complex trade finance products to facilitate trade transactions locally and internationally.
- Handling all types of Letter of Credit for import and export clients with further exposure to business sectors.
- Checking and examination of export and import LC documents.
- Following up for fate of presented LC documents between presenting clients and other banks to receive acceptance for mentioned documents.
- Claiming for reimbursements from local and international banks and answering effectively to inquiries received from local and international banks.
- Assisting clients and/or their representatives with status of their bank accounts, applications, presentation of LC documents, acceleration of receivables and technical trade finance products inquiries with quality and timeliness.
- Providing financial solutions to accelerate receivables and to finance payables for major clients.
- Approaching clients for resolving cases of discrepant or missing documents.
- Communicating with clients by phone calls, e-mails and meetings, and contacting other banks via SWIFT messages with banking standards.

### ***Senior Operations Processor - Riyad Bank (2010-2011)***

- Advising beneficiaries of Export LCs and debiting expenses of Advising services
- Communicating with local and international banks via SWIFT/TELEX.
- Maintaining LCs' accounting records for corporate and retail clients.
- Managing bank receivables for corporate and retail clients locally and internationally in local and foreign currency.
- Answering to banks' inquiries, claiming for reimbursements and following up for expected funds.
- Assisting clients and/or their representatives with their applications, presentation of documents, acceleration of receivables and refinancing payables and technical trade products inquiries.

### **Training**

- Recording accounting journal entries in Ali Zaid Alquraishi Group.
- Banking communications via SWIFTS in Riyad Bank.
- Examination of LC trade documents in National Commercial Bank.
- Money laundry and possibilities of Fraud in National Commercial Bank.
- Business Communications in National Commercial Bank.

### **Languages**

- Arabic; Native language.
- English; Advanced in speaking, writing, and reading.
- French; Intermediate in speaking, writing, and reading.

### **Professional Skills & Achievements**

- \* Corporate expertise in international and local trade sales and purchases, governmental projects' tenders and execution.
- \* ERP experience in Oracle, Eximbills trade finance banking system, and BankTrade system.
- \* Professional skills using Microsoft Office.
- \* Strong background in Mathematics.
- \* Basic knowledge of JAVA object oriented programming language.
- \* Operational knowledge and understanding of finance and accounting.

- \* Familiarity with ICC, ISBP, UCP600 and banking basis for Export/Import documents examination.
- \* Knowledge of shipping terms, freight, types of transport documents, role of shipping guarantees and necessity of marine insurance policies.
- \* Ability to manage business relationships with major clients and to communicate without barriers.
- \* Decision making.
- \* Strong critical reasoning and analysis skills.
- \* Knowledge of financial and cost accounting practices and principles.
- \* Ability to make and evaluate financial records and budgets of businesses.

## **Professional Records**

- Treasury Trade Finance Supervisor in Mohamed Yousuf Naghi Motors Co., Head Office Jeddah, KSA  
from 09-10-2016 until 08 -10-2017

- Trade Officer in Export LC Department in National Commercial Bank, Head Office Jeddah, KSA  
from 01-08-2013 until 31-07-2016

-Sr. Operation Processor in Export LC Department in RIYAD BANK, Trade Finance Center/Western Region  
from 09-05-2010 until 19-02-2011

- Cooperative Training at AZAQ (Ali Zaid Alquraishi Group) as an Accountant for Accounts Receivable  
(Nov 2009 - Jan 2010)

- Teacher Assistant for the Chairman of the Accounting Department in CBA, Dr. Baker Quota, during Fall semester 2008

## **Education and Certifications**

- (2011 – 2013) Stralng Institut de Langues : Strasbourg, France
  - French Language Certificate: B2 – C1 level
- (2008 – 2010) University of Business and Technology - CBA: Dahban-Jeddah, K.S.A.
  - Bachelor Degree in Accounting: GPA: 4.97 out of 5;  
Graduated in Fall semester 2009 in 22-03-2010
- (2003 – 2007) Colorado State University: Fort Collins, U.S.A.
  - Bachelor Degree in Applied Computing Technology  
(Degree not completed due to visa renewal issues)
  - 120 Credit Hours are required to graduate; 105 were completed successfully
- (2001 – 2002) Applied English Center, University of Kansas: Kansas, U.S.A.
  - Certificate of English Language: Grade A