**(CURRICULUM VITAE)**

**PERSONAL INFORMATION:**

Name : Salem Ahmed Bajsair

Nationality : Saudi

Marital status : Married

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**OBJECTIVES:**

Seeking an opportunity in a professional working environment related to my field and experience to fulfill my enthusiasm for learning and career development.

**EDUCATION BACKGROUND:**

Bachelor of BUSS.ADM (MARKETING) from King Abdulaziz University, Jeddah K.S.A.

**PROFESSIONAL EXPERIENCE:**

-Al Dawliah for watches:

Form Jan-2004 to Feb-2008 work for the company’s showroom as Salesman

-Sabb Bank:

From Feb-2008 to Jul-2015, I worked as a teller than Cash Supervisor. As a Cash Supervisor I was supervising in Tellers transactions and solving the problems, balancing the branch cash flow, contacting with management for some payments approvals or requests and clearing the cash deposit machine and reconcile it 3 times a week and take the needful action if there any issue.

-Panda Retail Co:

From Aug-2015 up today , worked as AP Non-trade Helpdesk than Accountant. As Accountant I receive invoices from Helpdesk, supplier and business unit to process and release the payment, checking the contract, Agreement or Quotation, following the payments terms before releasing the payment and reconcile balance between supplier and our record quarterly to avoid unpaid or old invoices.

**Last Job Position:**

Accountant at Payable Non-trade – Finance Management.

**COURSES & SEMINARS:**

-6 months training at Sabb bank with branch attachment.

-Online courses at the Bank training system such as Money laundry, compliance, English language

-Banker Certificate from SAMA (Saudi Central Bank)

-Workshop in Introduction to Accountant and Finance from (Management and financial center for training).