



# MOAZ ALARBI

## Financial management or Planning Department

### PROFESSIONAL SUMMARY

Highly self-motivated accountant with 8 years of extensive experience in various Financial, Accountant, Costumer services and Banking. I am Energetic, organized, dependable, capable, hard worker, team player, first-class problem solver with excellent interpersonal skills, ability to adapt change in work environment, confident and decisive when communicating goals and vision to succeed.

### EDUCATION

**BSc honor:** Financial and banking studies – college of Economics and financial and banking studies – November 2016.

**Sudan International University** – Khartoum, Sudan

### WORK HISTORY

**Visa Residence (Transferable)** 04/2024 – Current

**Waleed Hamad bin Dakeel Alharbi** – Alqaseem, KSA


**Assistant Accountant** 02/2020 – 02/2023


**EDAL FOOD-CAPO Dairy Factory (Accounting Department)** – Khartoum, Sudan


#### Responsibilities:

- Involve managing and overseeing financial records, ensuring accurate financial reporting, and ensuring compliance with relevant regulations
- **Internal Audits:** Performing internal audits to check for errors, fraud, or inefficiencies in financial practices.
- **Budget Creation:** Accountants may assist in the creation and management of budgets, ensuring that organizations adhere to financial plans.
- **Forecasting:** Predicting future financial trends and analyzing how current financial data may affect future performance.
- **Tax Filings:** Ensuring that tax returns are accurate and filed on time.
- **Tax Planning:** Advising businesses and individuals on tax strategies and deductions to minimize liabilities.
- **Compliance:** Ensuring adherence to tax laws and regulations at local, state, and federal levels.
- **Ensuring Compliance:** Ensuring that the company adheres to financial regulations (e.g., GAAP, IFRS, and local laws).
- **Regulatory Reporting:** Preparing reports required by regulatory authorities, such as the Securities and Exchange Commission (SEC) for public companies.
- **Managing Payments:** Ensuring that the company's bills and invoices are paid on time.
- **Collecting Receivables:** Ensuring that customers pay their invoices on time and managing overdue accounts.

### CONTACT

 Riyadh, KSA, Transferable Visa.

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### ADDITIONAL INFORMATION

- **Nationality:** Sudanese.
- **Date Of Birth:** 14/MAY/1995.
- **Gender:** Male.
- **Marital Status:** Single.

### LANGUAGES

**Arabic:** Native language

**English:**  C1  
Advanced

### AFFILIATIONS

- KSA Driving License.
- Member of Saudi Organization for Chartered and Professional Accountants (SOCPA).
- Member of Sudanese Accountants Association.

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## CERTIFICATIONS

- Opening of accounts banking transaction banking department various operations (25hours – Training Course 7/10/2015–12/10/2015).
- Trading marketing of banking services concept marketing element of marketing of banking service characteristics of banking service types of banking service demission of banking service quality marketing mix for banking service gaps of banking service (15hours – Training Course 13/9/2015–15/10/2015).
- Trading strategies in the FOREX and gold market fundamental and technical analysis for the gold and foreign exchange market – MT4 platform (20hours – Training Course 30/9/2015–5/10/2015).

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## COMPUTER SKILLS

- DAFTRA Software.
- Saudi Taxes Transactions
- MS office Application.

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## REFERENCES

- Available upon Request.

### Customer Services

01/2019 – 12/2019

**TADAMON Islamic Bank (General Account, Customer Services and Clearing of Cheques)** – Khartoum, Sudan

#### Responsibilities:

- **Account Management:** Addressing customer inquiries about their accounts, such as balances, transactions, and fees.
- **Resolving Issues:** Handling account discrepancies, resolving billing issues, and processing payments or refunds.
- **Deposits and Withdrawals:** Assisting with deposits, withdrawals, and fund transfers, whether in person, online, or over the phone.
- **Loan Applications:** Guiding customers through the application process for loans or credit products, ensuring they meet requirements.
- **Handling Disputes:** Addressing customer complaints regarding financial services or products, investigating issues, and providing solutions.
- **Following Up:** Ensuring follow-up on any unresolved complaints to maintain customer satisfaction.

### HR & Customer Services

03/2018 – 11/2018

**KHARTOUM Bank (Administration, Security & Safety and TFO) Department** – Khartoum, Sudan

#### Responsibilities:

- **Account Management:** Addressing customer inquiries about their accounts, such as balances, transactions, and fees.
- **Resolving Issues:** Handling account discrepancies, resolving billing issues, and processing payments or refunds.
- **Deposits and Withdrawals:** Assisting with deposits, withdrawals, and fund transfers, whether in person, online, or over the phone.
- **Loan Applications:** Guiding customers through the application process for loans or credit products, ensuring they meet requirements.
- **Handling Disputes:** Addressing customer complaints regarding financial services or products, investigating issues, and providing solutions.
- **Following Up:** Ensuring follow-up on any unresolved complaints to maintain customer satisfaction.