

AYMEN F. ALTAMIMI

Financial Accounting | Banking Professionals | Procurement

PROFILE

Highly motivated and adaptable professional with a proven ability to excel in diverse environments. Strong problem-solving skills, excellent communication, and a commitment to continuous improvement and success.

WORK EXPERIENCE

CONTACT

☎ 0569847505
✉ afsmst@hotmail.com
📍 Alkhobar

EDUCATION

COLLEGE OF TECHNOLOGY
2010/2011

- Diploma of Accounting
- GPA: 3.21 / 5.0

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Effective Communication

LANGUAGES

- English (Basics)

Alkhaleejion Trading Accounting

01/2023 - 01/2025

- Prepare and record journal entries for all financial transactions.
- Maintain accurate and up-to-date general ledger accounts.
- Process payroll transactions and ensure timely salary disbursement.
- Accounts Payable & Receivable.
- Reconcile bank statements with accounting records to identify discrepancies.

Al Rajhi Bank

02/2013 - 1/2023

Operation Manager

- Supervising cash transactions and ensuring financial accuracy.
- Overseeing ATM maintenance and coordinating repairs to ensure service continuity.
- Handling customer inquiries and complaints efficiently and professionally to ensure satisfaction.
- Ensuring the implementation of bank policies and adherence to banking regulations.
- Monitoring financial transactions to detect any suspicious activities and prevent money laundering.
- Proposing and implementing strategies to enhance operational efficiency and improve customer service.
- Monitor brand consistency across marketing channels and materials.

Mohammed Almojil Group (MMG) Buyer

12/2008 - 02/2013

- Identifying reliable suppliers and manufacturers for vehicles, cranes, and heavy equipmen.
- Negotiating contracts, pricing, and terms with suppliers.
- Evaluating supplier performance based on quality, cost, and delivery time.
- Preparing purchase orders and ensuring compliance with company policies.
- Arranging transportation and shipping of purchased equipment.
- Ensuring timely delivery and resolving any logistical issues.
- Tracking expenses and optimizing procurement costs.
- Building strong relationships with suppliers, vendors, and internal departments.
- Reporting procurement activities to management and making recommendations.