

NOURA ALOTAIBI

Location: SA EASTERN P.

Phone number : 050-174-8229

Email:NORAAH.OTAIBII@GMAIL.COM

SUMMARY

Corporate Finance Specialist with strong experience in financial planning, budgeting, and investment analysis, combined with a solid background in customer service. Skilled in delivering accurate financial insights to support executive decision-making, while also ensuring high-quality client interactions and service excellence. Adept at financial modeling, forecasting, and cross-functional collaboration. Known for balancing analytical precision with a client-focused mindset to drive both financial performance and customer satisfaction

EDUCATION

Bachelor's degree in Translation and English
Language , Hafr albatin university

SEP 2019 - MAY 2024

Work Experience

Sulaiman Al-Rajhi for Development Finance

Corporate Finance Specialist (Tamheer program). September 2024 - March 2025

- Managed personal and corporate finance portfolios.
 - Handled client accounts, including opening and closing for both new and existing customers.
 - Built and maintained strong client relationships to promote banking products and services.
 - Delivered excellent customer service and resolved client issues efficiently.
 - Collaborated with sales teams on daily operations such as drafting quotations, preparing contracts, and creating tailored proposals.
 - Provided the sales department with timely and actionable reports, including account flags and payment collection updates.
 - Maintained accurate sales data to support business reporting and strategic planning.
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CERTIFICATIONS

- Job discrimination

SKILLS

- Microsoft Office Programs "Word ,PowerPoint, Excel"
- Hard worker and faster learner
- Financial Analysis
- Effective communication skills
- Time management
- Teamwork
- Customer Service
- Loan services

LANGUAGES

- ARABIC
- ENGLISH