



☎ 65881461

🌐 Yemeni

📍 Kuwait

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## Skills

- Stress Work
- Team Works
- Fixing Problem From Difference Ways
- Excellent Communications
- Long Mind When Dealing with Customers
- Negotiation
- Public Speaking
- Time Management
- Online Survey
- Accuracy of Observation
- Multitasking Personality
- Ability to Learn New Things
- Digital Thinking
- Thinking Outside The Box

## IT Skills

- Technical Support
- Web Development Knowledge
- Knowledge of Digital Marketing in Social Media
- Managed Camera System

## Languages

- Arabic



- English



# ABDULLA SAWEED

## Profile

Seeking a full-time position in an organization that offers both challenges, good opportunities for growth and where I can use my skills, add to my experience and knowledge base.

## Education

InDesign CC Custom

**Taha World Center | 17 Feb 2022**

Educational ,information technology Trainer

**The Board of international trainers in America**

**2 Mar – 10 Mar 2021**

Diploma in Graphic Design

**Pitman Institute, Kuwait | Jan 2020 to Oct 2020**

Bachelor of Information Technology and Computing

**Arab Open University, Kuwait | 2009 – 2014**

## Work Experience

CASHEER FOR ELECTRONIC PAYMENT AND SETTLEMENT SYSTEMS CO.

OPERATION SUPPORT IN OPERATIONS DEPARTMENT

DEC. 2023 – AT PRESENT.

KFIC INVEST COMPANY

**Treasury officer in Operations Department**

JUNE 2022- MAY 2023

- Processing daily transaction.
- Handling the pending transfers.
- Handling the share deposit & withdrawal for customers.
- Filing the proper documents in respective files.
- Collecting the banks & brokers statements for cash Reconciliations.
- Updating the Prices for KW Market, USD & GCC in the system.
- Handling the clients trading with uploaded into system.

Kuwait Finance House Bank

**Operations Coordinator in After Sales Services**

**June 2014 – May 2022**

- Managing staff operations in different fields.
- Coordinating and control Pay Out and Sell Out operations between the bank and external banks.
- Creating a report of all operations doing in the month.
- Develop the traditional work environment using various technology (getting rid of paper documents, using digital signature, etc..)