

# Abdulrahman Altaylony

## Loan Officer

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Is to actively impart my knowledge and experiences to your company and provide an essential role in the organization where I can fully exhibit my outmost potential to efficiently utilize in a challenging position. I have a determined personality towards success and developed an outstanding professional background and effective communication skills. I work with vigilance and diligence which allow me to surpass what is expected from me. I can also provide an atmosphere that is conducive for learning and improvement among co-workers.

## Work Experience

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### Loan Officer

Abu Dhabi Islamic Bank

January 2017 to July 2018

Approving loans within the specified limits and raising those beyond the limits loan applications to the higher management for further approval

- Meeting with the applicants to obtain information for loan applications and response to queries regarding with the process.
- Analyzing applicants' financial status, credits, and property evaluations to determine feasibility of granting loans.
- Explaining to the customers the different types of loans and credit options that are available, as well as the terms and conditions of those services.
- Obtaining and compiling records of loan applicants' credit histories, corporate financial statements, and other pertinent financial information.

### Sales Coordinator

Falcon Scaffolding Factory

2014 to 2016

Assisting sales team, focusing mostly on managing schedules and the distribution of sales documentation

- Guiding sales team on sales quotation, tender submission and pre-qualification made for client.
  - Generating and following up quotation status.
  - Encouraging sales team in day to day administration.
  - Communicating with clients regarding inquiries and concerns
  - Handling and managing customer's direct queries through phone calls, emails or webpages o
- Providing orders acknowledgement and performance invoices to customer against their

purchase orders

- o Processing and confirming orders acknowledgement and shipments schedule to the supplier.
- o Confirming shipping documents to supplier for onward submission to forwarder to clear the goods
- o Preparing the shipping & customs documentation for export shipments
- o Arranging transportation, scheduling staff, and orchestrating deliveries to meet customer demand without any delay
- o Receiving goods and preparing outgoing shipments
- o Coordinating transporters, forwarders and shipping companies to arrange trailers and containers to load goods.

#### CURRICULUM VITAE

- Preparing invoices, delivery notes and maintaining the delivery schedules
- o Coordinating invoices with the Accounts Department
- o Obtaining and managing quality information such as customer's feedbacks and surveys
- o Following up with customers for remittances / payments / Letter of Credit
- o Arranging hotel and air ticket booking.
- o Recording data attendance of each employee for submission of monthly time sheet report to Accounts Department

## Education

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### **Bachelor Degree**

"Al Khawarizmi International College"

2014

## Skills

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Microsoft office (Less than 1 year), MS OFFICE (Less than 1 year)

## Additional Information

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### Computer Skills

Microsoft office suite