

MOHAMMED NABEEL JAMBI

FINANCE & TREASURY OFFICER

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PROFESSIONAL SUMMARY

Finance and Treasury professional with experience in liquidity management, cash flow control, corporate bank relationships, multi-currency reconciliation, payroll, invoice processing, and audit support. Proven progression from Junior Staff to Finance and Treasury Officer. Proficient in Odoo, Wafeq, Smaac, Daftra, Qoyod, ZATCA Portal, online banking platforms, and Microsoft Excel. Recognized for accurate financial records, structured documentation, and reliable execution in high-volume operations.

PROFESSIONAL EXPERIENCE

Finance & Treasury Officer | BPKH Limited 2024 - Present

Hajj Financial Management | Saudi Arabia

Officer (2026 - Present) | Senior Staff (2025) | Junior Staff (2024)

- Manage daily liquidity and treasury operations.
- Serve as the primary authorized liaison with bank relationship managers for corporate accounts and banking requirements.
- Perform daily multi-currency account and ledger reconciliations to maintain accurate financial balances.
- Process invoices, wire transfers, monthly payroll, employee disbursements, and audit-ready supporting documentation.

Data Specialist & Supervisor | Mashariq Al-Masiah Company Seasonal 2024 - 2026

Makkah, Saudi Arabia

Dhaif Program Supervisor (2026) | Data Entry Specialist (2024 - 2025)

- Supervised Dhaif program transportation data and vehicle coordination with the General Syndicate of Cars - Dhaif TIC.
- Entered and verified high-volume seasonal transactions in financial spreadsheets and operational databases.
- Audited ledger listings and billing reports, reconciling accounts and resolving discrepancies.

Finance Trainee | Al Noor Specialist Hospital 2022 | 3 Months

Makkah, Saudi Arabia

- Reconciled billing reports, patient records, and supplier invoices using Excel and hospital databases.

Passport Supervisor & Officer | Ithraa Aljoud Hajj Services Seasonal 2017 - 2023

Makkah, Saudi Arabia

- Supervised visa control, airport logistics, passport documentation, and seasonal data-entry workflows for incoming pilgrims.

EDUCATION

Bachelor of Banking & Financial Markets | Umm Al-Qura University 2018 - 2023

Makkah, Saudi Arabia | GPA: 3.36 / 4.00 | Second Class Honors

CORE SKILLS

Treasury: Liquidity Management, Bank Relations, Wire Transfers, Payroll, Multi-Currency Reconciliation | Accounting: Accounts Payable, Invoice Processing, Ledger Reconciliation, Audit Support, Compliance

TOOLS & ERP SYSTEMS

Odoo | Daftra | Qoyod | Wafeq | Smaac | ZATCA Portal | Online Banking Platforms | Microsoft Excel | Microsoft Word

COURSES & CERTIFICATIONS

- Accounting Technician Course - SOCPA (2026)
- Fintech Course - Monsha'at Academy (2026)
- Leadership and Management Development Skills (2025)
- First-Line Leadership Development Skills (2025)
- Applied Accounting Bootcamp - Eqrar, Cohort 1 (2024)
- Personal Saving Skills - Terhab (2023)

LANGUAGES

Arabic - Native | English - Professional Working Proficiency

LINKEDIN



PORTFOLIO

