

**ABDALLAH ALQALAM**  
10718 WHITE OAK PARK CT · CYPRESS, TX 77429  
C: (713) 474-7828  
AALQALAM@GMAIL.COM

## **SUMMARY**

An analytical, finance professional with global thinking and expertise. Consistent, detail-oriented strategic planner who is committed to goals and achievement. Modern and resourceful in development and implementation as well as problem resolution. Knowledgeable and results-oriented leader with strong work ethic and personal integrity.

## **EDUCATION**

### **University of Houston, C. T. Bauer College of Business**

Master of Business Administration (MBA), Proposed Graduation Date: May 2013

Certificate of Real Estate Development

Current GPA: 3.6/4.0

### **University of Houston, C. T. Bauer College of Business**

Bachelor of Business Administration in Corporate Finance & Investments, December 2010

Certificate of Corporate Entrepreneurship

Graduated GPA 3.3/4.0

## **EXPERIENCE**

### **Riverway Properties (2012-Present)**

Houston, TX

#### *Broker's Assistant Internship*

- Organized, evaluated, interpreted and summarized data from various sources for offering memorandums and loan request packages for review by investors and loan originators.
- Created advanced spreadsheet models to help determine feasibility of land, residential, commercial, and mixed-use projects.
- Constructed operational, investment, financial cash flow statements to determine ratios such as IRR, NPV, and Return on Investment for projects up to \$35 Million.
- Utilized Argus Valuation software to generate financial statements on commercial/office buildings.

### **United Auto Transportation (2007-2010)**

Houston, TX

#### *Finance Manager*

- Managed bi-weekly payroll for up to 25 employees.
- Oversaw Accounts Receivables and Accounts Payables responsibilities including posting credits and debits via QuickBooks and Microsoft Excel.
- Created monthly and annual reports, balance sheets, and profit-loss statements.

### **Washington Mutual Bank (2005-2007)**

The Woodlands, TX

#### *Retail Banker*

- Demonstrated excellent organizational skills with the ability to prioritize workload and multi-task in a fast pace environment while maintaining high attention to detail.
- Responsible for marketing and cross-selling bank products and services to potential customers while maintaining weekly and monthly sales target.

## **ADDITIONAL**

Certificate of Interpersonal Communication Skills. Fluent in English and Arabic.