



Mehیار Barakat

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WORK EXPERIENCE

1 JUL 2017 – CURRENT – Damascus, Syria

Head Of Internal Controllers Unit\Assistant Head Of Compliance

Ahli Trust Bank (Known as Audi Bank Syria)

Review all reports from Internal Controllers at the unit, assist Head of compliance in all works related to internal controller unit in addition to my work as one of the Internal Controllers

1 JAN 2016 – CURRENT – Damascus, Syria

Internal Auditor

Ahli Trust Bank (Known as Audi Bank Syria)

Financial Audit & control:

Review all financial reports sent to the central bank in order to assure the accuracy of figures and compliance with regulations and reporting standards, then report the results to the central bank and the board of directors. Review the published financial statements. According to laws and regulations, my signature is mandatory on the bank's balance sheet.

Review bank's capital adequacy, liquidity, and risk concentration ratios to give assurance that they are in compliance with the standards.

- Credit risk audit :Review the process of granting facilities by checking completeness of the required documents, quality of the mortgage and guaranties. Recalculate provision related to nonperforming loans to give assurance about the accuracy and compliance with standards.

Assure that the credit operations are within the limits of risk concentrations ratios. Review reports sent to the central bank.

- Operational risk audit : Observe the workflow of bank's activities and point out any potential operational risk that is not covered.

- Internal control and corporate governance :Check that each activity has a policy and procedure form and org.chart, Assure that all policy and procedure forms are approved by the board of directors. Assure that the bank is compliant with corporate governance

standards. Prepare a comprehensive report in order to discuss the findings with the audit comity on quarterly bases.

- IT audit :Asses the quality of information technology system using specific checklists. Asses the maintenance of information technology system, Assure the bank has a contingency plan

- Regulatory audit : Assure that all activities are in compliance with laws and regulations.

- Branch Audit & Control: Check if the branch works effectively & comply with all policies & procedures related to branch work, prepare report based on CAMELS rating system.

1 FEB 2009 – 1 JAN 2016 – Damascus, Syria

Branch Supervisor

Ahli Trust Bank (Known as Audi Bank Syria)

Holding authorized (B) signature

Account management: control the and maintain daily reports related to accounts and general ledgers , handling account's operations reports, review all accounts opened by customer service officers and handle account closing operations

Monitoring tasks: assure that all paid checks and payment orders meet the policy and procedure and verify that all fees and commissions are well computed

Contact with clients: keeping in touch with clients to help them in adjusting bank reconciliation sheets

Cash management: keep checking the cash inventory in the branch and ask the management to support the branch with cash when the cash inventory reaches the min.

Commercial loans: due to the commercial relations of the branch, I was involved in the commercial operations (discounted bills, SME loans, and familiar with L/C and L/G).

Team management: assist branch manager in managing the team by assigning tasks and follow up, help the team in overcoming difficulties.

Administration: carry out a range of administrative activities at the branch

1 SEP 2007 – 1 FEB 2009 – Damascus, Syria

Customer Operation Officer

Ahli Trust Bank (Known as Audi Bank Syria)

Customer relationship and retail products: establish relationships with customers including visits at their premises and market the bank's products and services. Arranging Payroll operations.

Account management: open new accounts (for individuals or corporations) and make sure that requested documentation are complete and accurate Answer customer's inquiries: receive customers and answer their inquiries, by offering them advice and resolve their problems.

Cash Transactions: deposit & withdrawal all cash transactions at the branch.

Issue Banker & Certified Checks Issue & settled Banker & Certified Checks.

Internal Transfers and wire Transfers: Transfer money between accounts as of client's orders internally & externally

EDUCATION AND TRAINING

1 OCT 2016 – 1 APR 2019 – Damascus, Syria

Master of Business Administration (MBA)

Higher Institute of Business Administration (HIBA)

1 SEP 2000 – 1 NOV 2008 – Damascus, Syria

Bachelor's degree in Economics

Damascus University

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

OTHER LANGUAGE(S):

English

Listening
B2

Reading
B2

**Spoken
production**
B2

**Spoken
interaction**
B2

Writing
B2

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Outlook / Power Point /
Organizational and planning skills / Decision-making / Analytical skills