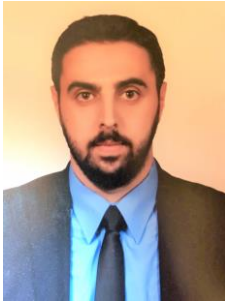


PERSONAL INFORMATION

Sami Tarkhhon



📍 Iraq, Erbil, MRF 5 TOWERS

📞 Iraq +964 7510079756

✉️ Sami.tarkhon@gmail.com

💬 What'sapp +9647510079756

Sex Male | Date of birth 14/02/1990 | Civil Status single

WORK EXPERIENCE



August 2019 - Present

Audit & Assurance Department

D.B.I LTD Auditing Firms (Independent Members of BKR International)

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verifies assets and liabilities by comparing items to documentation.
- Completes audit workpapers by documenting audit tests and findings.
- Appraises adequacy of internal control systems by completing audit questionnaires.
- Maintains internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
- Communicates audit findings by preparing a final report; discussing findings with auditees.
- Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends.
- Contributes to team effort by accomplishing related results as needed.
- Worked on several projects for the EU, Caritas France, and Mizereor.
- Works with the private sector as an Internal controller.

[Audit & Assurance Department.](#)

July 2018 - June 2019

Auditor

Moore Stephens International

- Conducted many tasks within the public (INGOs) and private sectors.
- I worked on several micro assessment projects and spot checks in executing the steps and reporting, reviewing with the London office.
- Participated in executing the steps and procedures of audit and review programs and reported procedures findings to the supervisor.
- Perform audit procedures and work within teams on engagements.
- Understand the client's industry environment and recognize trends and developments.
- Identify issues and report to the team leader.
- Assist with many financial audits for GIZ projects in Iraq.
- Perform Audit procedures in compliance with the firm's Methodology.
- Perform Walkthroughs, and execute test of controls, document business process (procurement, sales, cash disbursements and receipts, payroll).
- Perform substantive audit procedures.
- Worked on several projects for GIZ, UNFPA, UNDP spot check, UNICEF, and UN Women.

MOORE STEPHENS

Audit & Assurance Department.



June 2016 – October 2017

Remedial Corporate Officer**BANQUE BEMO SAUDI FRANSI. Head Office**

- Meet the target set by the management for the recovery of the delinquent corporate debts and recovering the interest suspended and writing back provision.
- Quick Starting of legal actions.
- Work closely with internal and external lawyers and follow on a pro-active basis to ensure the expeditious resolution of legal cases.
- On a daily basis, review all NPL accounts in the report prepared by the Risk department.
- Meet and negotiate with clients to convince them of full settlement or reschedule debts, with Central bank regulations and banks' policies and increase securities assuring that a fully covering tangible security is obtained.
- Update the collection log with timely information and prepare regular monthly performance report.
- Prepare settlement proposals for Risk & Management Remedial Committee taking into account the client's ability to repay.
- Prepare recommendation relating to the initiating of the legal action and the participating in an auction to assure the preservation of banks' rights in all possible ways.
- Co-ordinate with real estate agents for expeditious selling of purchased real estate.

Remedial Banking Division

EDUCATION AND TRAINING**Executive Master in Business Administration - Finance & Banking Management**

Higher Institute of Business Administration, Damascus Syria

Bachelor of Marketing

Arab International University, Damascus Syria

Baccalaureate

- High School, Damascus, Scientific certificate.

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B1	C1	C1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

- Communication skills**
- Good communication skills gained through my experience as a Remedial Corporate officer at Banq Bemo Saudi Faransi.
 - Active listener.
 - Good negotiation skills gained through my experience as a Remedial Corporate Officer at Banq Bemo Saudi Faransi.

- Organisational / managerial skills**
- Teamwork.
 - Leadership: gained through my experience as a Sales Supervisor (Al Rawda Company).

- Job-related skills**
- Meeting deadline and time management.

- Driving licence** Private Driving licence type B

Reference

- Ms. Nada Saliba - Bank Bemo Saudi Fransi/Deputy CEO - Tel: (00963-933319 719).
- Mr. Amer Faddoul - Bank Bemo Saudi Fransi/Remedial Management Department Manager Tel: (00963-933515909).
- Mr. Bashar Ahmad - Bank Bemo Saudi Fransi/Product & Services Manager – Tel : (00963-988070002) .
- Mr. Abdulla Hamdan - Bank Bemo Saudi Fransi/Credit Risk Manager - Tel: (00963-944914816).
- Mr. Abdul Malek Jahjah - Syrian International Islamic Bank/ Head of Risk Management- Tel: (00963-933067800).
- Mr. Mustafa Abdulghani - Moore Stephens / Director – Tel: +964 750242 4279
Email: Mustafa.abdulghani@moorestephens-me.com |
- Mr. Anas Arbash – Moore Stephens / Assistant Audit Manager – Tel: +964 750865 3608
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- Mr. Anwar Mnini – BDO (Binder Dijker Otte) / Audit Manager – Tel: +44207651 1417 / +447384238058
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- Ms. Patia Oum– BDO (Binder Dijker Otte) / Audit Manager – Tel: +33750896 059 / +93793984 825
Email: patia.oum@bdo.co.uk |