

NEILA GOUMIRI

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**C.V updated in June, 2019**

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| **E D U C A T I O N** |

**Lycée Ain Taya**, Algiers 2000 Final secondary education school, BAC ‘A’ qualifying for the university entrance

**Algiers University** 2005

**B.A.** in Translation.

**Berlitz School** 2006 Business English session

**Citigroup** 2007 Acconting for Operations, Algiers

**Citigroup** 2008 Controle des Changes, Algiers

**Citigroup** 2009 Issuer Services, Secured Finance Services & Product, London

**IAHEF,** Algerian Institute of High Financial Studies**2011** Capital Market

**Global Finance Algeria** **2012** Financial Analysis of Credit Institutions

**Citigroup** **2012** Bourse Game

Alcodefi 2018 Islamic Banking Manager training, Algiers

**IELTS: Band Score 6.0 CEFR Level B2**

**Listening: 6.0 Reading:5.5 Writing: 5.5 Speaking: 6.5**

**TEF: C1**



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| **O B J E C T I V E** |

Seeking a responsible, challenging position where I will contribute to an organization’s growth and assist in the fulfillment of its goals through the implementation of my skills,experience, energy and resilience.

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| **W O R K E X P E R I E N C E** |

Project Management Officer: Bank ABC Algeria

**General Management** from June 2018 to March 2019.

*Duties:*

* Actively defining the Management 3 years strategy and following it implementation within the organization in alignment with group Initiatives;
* Playing an integral role during the initial planning stages for any project by creating structured schedules and project plans based on the project goals, resources needed, potential risks and budget constraints;
* Partnering with colleagues in different businesses to assess the workloads and impacts for different departments and identify dependencies and possible issues across teams;
* Execution and governance of strategic projects by communicate clear and actionable deliverables with identified owners as well as a clear timeline and success criteria.

General Management Coordinator: **Bank ABC Algeria**

**General Management** from August 2017 to May 2018.

*Duties:*

* Follow with the General Management all activities with a high level of professionalism;
* Acting Audit committee secretary;
* Acting Board Risk Committee secretary;
* Setting monthly business review packs for the HQ;
* Provide support and follow the General Management decisions implementation of within the organization;
* Provide the General Management and the Group with clear and immediate reports;
* Follow up on the reports and recommendations of the internal and external auditors;
* Follow up on the reports and Compliance and Operational Risk issues closure;
* Assist the General Management identifying malfunctions and bottleneck and propose solutions;
* Prepare Strategies Execution Reports for the General management and HQ;
* Support the General Management in the coordination of the annual budgeting exercise and the annual performance assessments;

Transformation Program Officer**: Gulf Bank Algeria,**

Transformation Program leaded by **McKinsey** **from** August 2015 till June 2017.

*Duties:*

* An integral role during the initial planning stages for the Transformation Project ;
* Coordinate with initiative sponsors and leaders on regular basis ;
* Partnering with colleagues in different roles to assess the workloads and impacts for different departments ;
* Ongoing monitoring of issue, resolution, escalation and mitigation ;
* Identify the top priority quick-wins initiatives of the program ;
* Tracking deadlines, deliverables, resources, and timelines throughout the project process
* Prepare TPO meetings incl. materials and presentations, reports and dashboards ;
* Provide regular updates for the Transformation Steering Committee and Board as per the defined frequency ;

**Achivements :**

* Setting of the first 24/7 Call Center in the Algerian Banking environment ;
* Integrating the CRM usage within the network and organization ;
* Integrating and adopting of SLA’s cross businesses ;
* Integrating a QMS and Client Satisfaction module at branch level ;

Islamic & Collateralized Finance, Transaction Manager**: CITI GROUP,**

**TradeTransaction Services (TTS), Issuer Services** from November 2009 to November 2014.

*Duties:*

Manage the Agency & Trust portfolio of transactions in Algeria;

Strong knowledge of various Official Agency programs such as Coface, EKF, EKN, Hermes, DEG, and OPIC;

Responsible for the review, negotiation and execution of relevant transactions documentation in relation to product offerings (e.g. project finance & global loan Transactions, loan agency, collateral agency, and related appointments);

Ensure all appropriate approvals are in place prior to deal closure ;

Ensure accurate and timely set up and ongoing maintenance of transactions;

Create, verify and action diary dates for future events derived from relevant documentation ;

Manage fiduciary activities for allocated clients e.g. review of compliance material, review of material prejudice matters, restructures, amendments and unwinds ;

Process borrower waiver/consent requests ;

Liaise with Issuer Services Business in London and Product Development in Dubai where applicable ;

Act as a focal point for allocated clients ; build and develop direct client relationships ;

Provide support to Agency and Trust Sales on new business prospects ;

Provide regular updates on pipeline opportunities and relevant market developments;

Act as a local liaison/reference point for other areas of Issuer Services in the North africa region.

**Select deals:**

Assisted the arranging of the first non-recourse local currency financing 100% covered by an ECA (Export Credit Agency) for a cement plant in Algeria for a total of US$323 million, the same has been awarded the deal of the year by Finance Magazine (London) [2007];

Assisted the arranging of a local currency credit buyer refinancing 95% covered by an ECA for a Large Telecom name in Algeria representing US$137.5 million [2006].

CitiService Representative**: CITI GROUP,**

**Customer Service Department** from June 2007 till November 2009.

*Duties:*

Provide day-to-day customer support, offering a seamless interface between the customer and operations, providing timely and accurate information back to the

customer;

Handle customer inquiries on local and cross border transactions;

Set documentation package for all banking product;

Provide daily professional support on all Bank products and procedures (Trade&Cash);

Manage the process of customer communication regarding changes in procedure, product, regulation, etc ;

Actively participate in the identification and resolution of root cause issues. Proactively monitor and drive issues to resolution;

Conduct regular Customer meetings with key customers.

Marketing Product Representative**: BNP PARIBAS *EL DJAZAIR*,**

**Marketing Department** From November 2006 to June 2007.

*Duties:*

Set and roll-out the documentation package for the new product offering;

Ensure the steady marketing of the bank products;

Set and follow up on Marketing challenges of the sales force;

Organize training programs for the sales force;

Control and update data of competitors (product benchmark).

Communication Representative**,** Algiers**: BROWN & ROOT- CONDOR LTD, (Halliburton)**

**Communication Department** From June 2005 to 17 September 2006.

*Duties:*

Identify, analyze and transmit relevant information to the different company departments ;

Responsible of the News Bulletin of the company issuance in both French and English;

Edit press file on main company activities and report the press releases;

Control and update of the company visual display ;

Actively contribute to the corporate culture adoption;

Update data on the intranet home page;

Prepare project reports throughout the company;

Control the Quality outputs of the Communication Department.

Translator, **Algiers: BHP Billiton** In 2004 and 2005.

*Duties:*

Translate documents from English to French.

Work as a Translator in professional exhibition and congress and formal meetings with different sub-contactors ;

Maintain all documents and project files ;

Answer to visitors questions ;

Prepare and make presentations for delegations.

Translator & Sales Representative**, Algiers**: **HURNER-PIPEPOLY** in 2004

*Duties:*

Translator providing communication assistance between HURNER and their Algerian representative PIPEPOLY and local partners ;

Make presentations of the latest welding machines of the company.

Coordinate the administration affairs during exhibitions and updating the business contact of both expatriate and locals.

Translator and sales representative**, Algiers**: **Volvo truck Algeria** June 2002

*Duties:*

Translator providing communication assistance between Volvo expats officers and their Algerian representative and local partners.

Responsible for making presentations of the different models and selling methods of the company.

Coordinate the administration affairs during exhibitions and updating the business contacts of both expatriate and locals.

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| **L A N G U A G E S** |

**French** – speak fluently and read/write with high proficiency**. English** – fluent, read/write with proficiency; **Arabic** – native language **Spanish** – scholar knowledge.

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| **MISCELLANEOUS** |

Computing skills:(Microsoft Word, Excel, Power Point, Internet, outlook)

Valid Driving License

Excellent communication skills.

Punctuality, flexibility, excellent interpersonal skills, team spirit, discretion, professional ethics.

Good interpersonal skills, easy-going person, love the contact with people and customers, good team player.

Have been nominated as Best Team Player 2011 and Employees of the Month in 2009 and 2013 by my colleagues at Citi Bank N.A Algeria.

Have been chosen to represent the Global Transaction Services Department as the Voice of Employees Survey for two successive years.

Have been an active part of the Citi4women Committee and Citi Club Organization Committee.

References and further details will be provided upon request.