## **PROFILE SUMMARY**

Sound experience in Banking, Finance, Treasury, FX, Money Market, Risk Management and Real Estate Industry. I enjoy problem solving and analysis, challenging work environments, and being part of a results-oriented team. I’m also motivated, resourceful, and disciplined enough to work independently.

## **Work Experience**

**02/2017 - Present Private Property & Marketing ( Broker ) Bahrain**

**08/2014 – 02/2017 Ghayyath Properties (Founder - MD) Bahrain**

**06/2012 – 06/2014 Deutsche Bank - Treasury (Dealer) Riyadh, KSA**

**09/2008 – 05/2012 Private Property & Marketing (Broker) Bahrain**

**04/2006 – 04/2008 Venture Capital – Financial Control & Risk MGT (Supervisor)**

**10/2005-03/2006 American Express – Financial Services (Associate) Bahrain**

**Duties and Responsibilities \_ Deutsche Bank (Treasury)**

* Performing all Money Market activities for EM-Debt Riyadh in accordance with Group’s strategy, risk appetite, SAMA requirements and procedures manual.
* Trading in various money market instruments such as deposits, loans, short-term securities, in approved currencies and with approved counterparties.
* Managing daily Cash flow through Foreign Exchange (FX-SWAP) and MM (Depo & Loan), and doing forecast projection of cash flow for daily, weekly and monthly.
* Dealing in Reverse Repo / Repo, Buying USD, T-Bills with central bank – SAMA.
* Assisting in managing the EM-Debt currency cash books (Nostro Accounts) and maintain currency liquidity requirements for subsidiary in accordance with set policies.
* Reviewing and signing-off P&L for each financial book and observing compliance with applicable limits approved by the Credit Risk Management and its delegated authorities.

**Duties and Responsibilities \_ Venture Capital Bank (Treasury)**

* Ensure that all treasury deals independently reviewed for counterpart approval limits.
* Ensure that all deals are made with the best-updated market rate when executing trades.
* Review and manage the cash flows forecast for all treasury deal.
* Prepare all treasury tickets, agents’ confirmation and international Marabahs.
* Update the cash flow forecast with funds receivables form investors on a daily base

**Duties and Responsibilities \_ Venture Capital Bank (Risk Management)**

Reporting to the Head of Risk Management, I was responsible of the following:

* Implementation of capital adequacy requirement of Basel II accord.
* Reviewing and implementing policies and procedures manuals covering, operational risk and credit risk.
* Involved in conducting research on various risk management topics.
* Preparing quantitative impact study under operational risk.
* Coordinating with head of departments and group members for project follow-ups.
* Attending meetings to discuss work progress with each of department & investment team.
* Brief the management team about the progress of the implementation of capital adequacy requirement of Basel II.

**Duties and Responsibilities \_ Venture Capital Bank (Financial Control & Operation)**

Reporting to the Head of Financial Control & Operation, I was responsible of the following:

* Reconciliation of Discretionary Portfolio Accounts Preparing Monthly Net Asset Value and portfolio positions for Funds Accounts.
* Calculating Management fees, Dividends, Bonus, Right issue
* Accounting Analysis of all Accounts, e.g. revenue & expenses account and receivable and payables accounts.
* Maintaining investors accounts, process incoming, and outgoing funds transfers.
* Booking equity deals for investors and Money Markets deals
* Adhere to accounting procedures and processes, and insure all reporting requirements are met on time
* Responsible for accounting support to the finance department and work with team and management on various operational issues including completing the daily payment processing and journal voucher entries and ensuring daily closing
* Involved with other activities such as Asset Management, Operations, Brokerage, Treasury and Custody.

**Duties and Responsibilities \_ American Express (Financial Services)**

* Analyzing clients credit status.
* Contacting card members to maintain current balances.
* Assisting clients with their enquiries
* Problem solving of customers’ financial credit matters.
* Sending faxes and letters
* Auditing credit situations before reactivating the credit cards

## **Education**

**2003 - 2005 Griffith University Queensland, Australia**

* Bs. Banking Finance & Risk Management

**1998- 2002 Bahrain University Manama, Bahrain**

* Associate Diploma Banking & Finance

**1995-1998 Ahmed Al Omran Secondary High School Manama, Bahrain**

* Commercial Studies

**PERSONAL STRENGTH**

* Self-motivated and enthusiastic.
* Accept responsibilities.
* Willing to acquire new skills and work under pressure to expand my horizons and to meet deadlines.
* Confident and creative.
* Reliable and responsible. Administration and Direction skills.
* Excellent Communication and presentation skills with different levels of people.
* Excellent writing skills in English and Arabic
* Creativity and social responsibility.

**Interests & Hobbies**

* Reading.
* Traveling
* Sports.

***\* References upon Request \****