

# Mohammed Alhamdi

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## Summary

Having depth knowledge and experience in Operations, GRC and corporate legal, with good skills in Finance, Business Analyzing, Forecasting, Credit risk, and Business Development.

## Work Experience

- **OCT 2021 / Present: Siporex LCC (Corporate Governance Manager) - (Board Secretary, Committees)**

- Establishing corporate governance function from scratch and ensuring that all business practices, processes, and activities are consistent with Saudi regulations as well as internal regulations.
- Prepare reports for the executive's senior management, and Audit committee
- Ensure that the governance mechanisms reflect the organizational strategy and aim.
- Develop and implement company policies and processes.
- Draft corporate governance manual, conflict of interest and other policies regarding governance.
- Provide guidance and support as required to both the Executive and Board on the general rules.
- Develop the reporting system, that is reliable and transparent.

- **AUG 2020 / OCT 2021: Ijarah Finance (Senior Risk Officer) - (Board Secretary, Committees)**

- Identifying the financial risks including security, fraud, compliance, and reputation risk.
- Evaluate and assess the risk in each department of the organization.
- Create Personal loan contract and policy.
- Responsible of issues raised by internal audit that impact the risk management framework.
- Assist in Setting up policies and procedures for all departments and ensure they are compliance with (SAMA) regulation.
- Managing the Board of directors' affairs and Risk, Audit, Executive committees.
- Handling overall governance framework matters such as structure, conflict of interest and disclosure.

- **NOV 2012 / DEC 2013: The Financial Academy (Business Development Manager)**

- Provide statistics and data for programs and trainees to the management.
- Design and implement method for develop training programs.
- Developing a budget and operating plan for the program.

- **Nov 2010 / OCT 2012: AL Rajhi Bank (Assistant operations Manager)**

- Develop and maintain operational guidelines for staffs.
- Proceed local transfer (SARI) and reconciliation as authorized.
- Responsible for report (AML) and (CFT) if happens.
- Dilly report on Domestic transfer.

- **March 2009 /Nov 2010: Saud British bank –SABB (Credit Risk Specialist)**

- Analyze credit history, income, loan default from SIMAH and approve or reject the requests.
- Prepare reports and risk assessment concerning the degree of risk involved in lending money to clients.
- Set up payment plans for personal loan. (Assist in personal loan section)
- Responsible for identifying and reporting suspicious activity to the appropriate unit.
- Assess and investigate clients' financial status.

- **April 2006 / DEC 2008: Afras Trading & Construction Company (Payroll Supervisor)**

- Directing the monthly payroll run and all reports required for internal and banking requirements.
- Responsible for all new employee details to adds to the payroll system in line with HR /Recruitment teams.
- Update payroll information and resolving payroll discrepancies.

## Education

2014 – 2019

**Bachelor of Business in Management**

*California State University – Bakersfield*

2007 – 2009

**Diploma (Banking and Finance)**

*Insatiate of Finance (The Financial Academy)*