

CURRICULUM VITAE
Khulood Rashed Al-Saad



PERSONAL INFORMATION

Residential Address	H245, R1, B807, Isa Town, Kingdom of Bahrain
Email Address	khulood.alsaad@gmail.com
Mobile:	(+973) 3960 8896
Nationality	Bahraini
Status	Single
Languages	Arabic & English
Date of Birth	1958

STRENGTHS

- Creative and positive leadership
- Able to deliver exceptional results by improving organizational processes, procedures, and operating standards to ensure high performance
- Efficient and highly organized
- Professional managing skills

WORK EXPERIENCE

Member of the Supreme Council for Women

2011 -2013

The Supreme Council headed by H.R.H. Shaikha Sabeeka Bint Ebrahim Al Khalifa

Contributing and discussing women rules' proposals for any development or changes needed based on women requirements in the Kingdom of Bahrain to be delivered to the higher authority for their approval.

Gulf International Bank Bahrain

2007 - 2013

Functional Title	Head of Treasury, Securities & Derivatives Operations & Treasury System Implementation
Corporate Title	Vice President
Unit	Treasury, Securities & Derivatives Operations
Division	Treasury Operations
Group	Operations & Administration
Reporting to	Head of Operations
Subordinate (s)	15

The Head of Treasury, Securities & Derivatives Operations and system implementation within Gulf International Bank Bahrain is in charge of the following:

- Ensure proper and smooth of implementation of various settlement procedures.
- Process the treasury products and the settlements of (FX-MMKT-FI-Derivatives Call/Retail Accounts-Islamic).
- Responsible for the overall supervision of settlement, clearing and booking of securities and derivatives transaction.
- Ensure that all month end requirements including mark-to-market of the trading and investment securities are completed.

- Ensure that operational, accounting and record keeping procedures are maintained in line with the established policies and regulations.
- Support the Treasury Unit.
- Prepare courses/training/appraisals and annual leave plans for the members of staff working within the Department.
- In September 2009, GIB Bahrain decided to take over GIB UK Operations and I was nominated by the management to be a member of the project which was successfully achieved.
- From January 2012, Treasury Operations for GIB Bahrain and UK have been added to my scope of responsibility along with the Securities and Derivatives.
- Assist the new vendor to design the Treasury Products and monitor the testing results to be communicated to the management for the sign off.
- Participate in the system user acceptance test.

January to December 2013 Treasury System Implementation coordinator

Citibank N.A. Bahrain

1983 - 2007

2003 – June 2007

- Product Control Group /Assistant Vice President
- Monitoring all Treasury Financial (Derivatives/FX/MMKT/FI)
- In term of reconciliation of P&L and Asset/Liability limit daily
- Monthly report all the exceptions to the Unit Head of Treasury
- Finance Department

December 1983 – 2003

- Citibank N.A. Bahrain manage various responsibilities (i.e. Account Opening Department, Documentation, and Treasury)

EDUCATION AND QUALIFICATIONS

Advance Diploma Banking

Bahrain Institute of Banking and Finance (BIBF)

Anti-Money Laundering
Effective Supervision
Effective Letter Writing
Advance Report Writing
Leadership Skills
Management Workshop

Foreign Exchange & Money Markets Dealing
Introduction to Investment of Banking
Business Report Writing
Management Workshop (Istanbul Citibank
Training Center)
Presentation Skills