Smael MOUHEB
35 years old

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Project Manager

Formal Education

2016: BACHELOR DIGITAL TECHNOLOGY & PROJECT MANAGEMENT - IESA MULTIMEDIA - PARIS, FRANCE (ONLINE COURSES).

2003: MASTER DEGREE IN SALES AND MARKETING - ISEG BUSINESS SCHOOL - STRASBOURG, FRANCE

Certifications:

- ISTQB CERTIFIED TESTER

Functional Knowledge

PEOPLE MANAGEMENT
TEAM MANAGEMENT, COORDINATION, WORKSHOP LEADING, COACHING

BUSINESS/FUNCTIONAL ANALYSIS
GATHERING/DEFINITION OF BUSINESS REQUIREMENTS, GAP ANALYSIS, FUNCTIONAL ANALYSIS

PROCESS ANALYSIS
BUSINESS PROCESS ORGANISATION, PROCESS OPTIMIZATION

TESTING
TEST ANALYSIS, TEST SCENARIOS, TEST EXECUTION, FUNCTIONAL TESTING

Technical Knowledge

MS OFFICE, MS PROJECT, HP QUALITY CENTER, PHP, SYMFONY3, MySQL, PostgreSQL, JAVASCRIPT, JQUERY, HTML, CSS

BANKING TOOLS
QUARTAL, MULTIFONDS (TEMENOS), SWIFT ALLIANCE ACCESS, BUSINESS BRIDGE, CIRRUS

Spoken Languages

French: Mother Tongue
English: Fluent
Dutch: Beginner

Professional Experience

IFDS Luxembourg: from December 2015 to present

Project Manager

Migration of JP Morgan Funds from CIB to IFDS/SateStreet. Stream Leader of the STP on-boarding, reporting (from a business and technology perspective), oversight (as part of a location strategy), as well as coordinating tasks for technology .

- Scope definition with the client for STP and the reporting catalogue
- STP full process Analysis
- Implémentation and Maintenance of proper documentations (Project Plan, Action logs, s etc...)
- Coordination and management of the STP and reporting migration team
- In charge of the communication with the clients and distributors
- Weekly review with the client
- Peer Review with IT and Ops
- Organizing conference call, Workshop with both parties

Lombard International Insurance from November 2014 to December 2015
Project Manager

Lombard started a campaign to increase STP level with their Custodian banks.
Implementation of different types of SWIFT Messages and Migration MT to MX swift standard.
Increase effectiveness in client service, portfolio valuation process etc..

- Implementation of messages
- Project plan to prioritize the Implementation of Swift messages ISO 150222 (MT535, MT940, MT101, MT515, MT566, MT300) e.g. types of key messages for the portfolio valuations, volume, key custodians depending on the market place etc…
- Contacting and organizing workshops with/for Custodians, testing plan etc…
- Proposing alternative solutions when correspondent banks were not able to provide swift messages, by using different file formats (with mapping specifications) through other protocols such as FTP, SFTP etc...
- Process review to improve the daily operations tasks e.g. writing programs with VBA for Excel.
- Gather requirements from users and prepare related BRD's for the integration of certain types of swift messages (not managed automatically by Lombard).
- Analysis for the Swift Migration from MT format to MX ISO 20022 (Fund messages only).
- Configuration of Swift Alliance Access (routing rules, exit point, Message partners etc..).
- Organization and Preparation of the training session on SAA web platform (they were using workstation for MTs).
- Coordination and Monitoring of the user acceptance testing (UAT)

JP Morgan Luxembourg: from September 2013 to October 2014
Project Manager

Implementation of a new Transfer agency software, we have organize workshops with the vendor and JP Morgan operations per activity in order to identify gaps between their current TA system and the target system they want to implement.

- JP Morgan TA process Analysis
- Due diligence
- Defined Needs together with Business team
- Implementation and Maintenance of proper documentations (Project Plan, Action logs, Scope document.

- Designing of the new cash module
- In charge of the communication with the Vendor for the cash module part
- Peer Review with IT and Ops
- Organizing conference call, Workshop with both parties for the project progress

HSBC Luxembourg: from July 2012 to August 2013
<u>Senior Business Analyst</u>

Migration of AMG Funds from RBC to HSBC securities services. On the trailer fees part, we have implemented a new software (Quartal Commission) and several other interfaces to support the volume and other specific processes that AMG offers.

- AMG Trailer Fees process Analysis
- Defined Needs together with Business team
- Gather requirements from clients and prepare related business requirement document (BRD)
- Mapping of SWIFT MT103 for the TF payment to Distributors
- Integration of an existing client in the new TF software
- Coordination of AMG migration on the Trailer Fees part
- In charge of the communication with the Vendor
- Peer Review with IT and Ops
- Training for the operation team/Operation support team
- Organizing conference call, Workshop with both parties for the project progress

TECHNICAL ENVIRONMENT
QUARTAL COMMISSION, GTAP TRAILER FEES INTERFACE, GTAP INTERFACE FOR ISIS,

BPSS LUXEMBOURG: from July 2011 to June 2012
<u>Senior Business Analyst</u>

Geographical Extension and Implementation of new clients. In charge of the Solution for the deployment of BPSS FDS (Fund Brokerage) in different Locations (UK, Jersey, Frankfurt etc…), implementation of new clients with their specificities (Local Custody).

- Defined Needs together with Product Team
- Gather requirements from clients and prepare related business requirement document (BRD)
- Mapping Swift messages (MT54X - MT202/103 etc…)
- Presentation of the Target Solution to the Senior Management Team/ Product team and CRM
- Peer Review with IT and Ops
- Training for the operation team/Operation support team
- Organizing conference call with both parties for the project progress

TECHNICAL ENVIRONMENT
OMS, HP QUALITY CENTER, STARTEAM, FDI FDA, NEOLINK, ASSET ALLOCATION, SWIFT ALLIANCE, BUSINESS BRIDGE, OMS.

BBH LUXEMBOURG: from November 2010 to June 2011
<u>Business Analyst</u>

ING Migration (Trailer Fees). Migration of ING TA activity to BBH (Brown Brother Harriman), and I was in charge of Trailer Fees part in terms of testing, new business requirement, reports etc.., as described below.

- Implementation of new trailer fees software version (Commission 4 to Commission 5 provided by Quartal) to support the migration of the ING activity
- Gather requirements from clients and prepare related business requirement document (BRD)
- Identify issues and interface with development team to provide functional inputs
- Writing testing scenarios and also a testing plan with a checklist
- Training for the operation team and also the Operation support team
- Organizing conference call with both parties for the testing and project progress

TECHNICAL ENVIRONMENT
MULTIFONDS, QUARTAL

SGSS LUXEMBOURG: from November 2007 to October 2010
<u>Business Analyst</u>

Pioneer Migration. Pioneer Funds have changed the Transfer Agency (TA); they left RBC Dexia to migrate their funds to Société Général Security Services. All the activities of TA include NSCC business.

- Feasibility between client requests and TA system in terms of reporting
- Testing based on the client request for their daily activity (reporting, trades, Swift, FTP files etc…) for the Dealing department
- NSCC business: I went to Pioneer Omaha who were in charge of the offshore NSCC business for the understanding of the daily tasks and the customer's expectations
- Training session for management and staff about NSCC business and training for the Dealing department regarding the daily activity
- Writing procedures for the Dealing department regarding their daily tasks and NSCC procedures for all the departments of the TA

TECHNICAL ENVIRONMENT
MUTILFONDS, REPORTING TOOL, FUND TRADER, SWIFT ALLIANCE.

JS COURTAGE: from December 2005 to June 2007
<u>Owner</u>

Real Estate Financial Advisors.

- Business strategy setup and team management (three account executives)
- Partnership set up with banks, real estate agencies, notaries, property developer

EDF: from June 2004 to November 2005
<u>Tester Analyst</u>

Implementation of group software solution to support the market strategy EDF (French energy company)
- Coordination of the user acceptance testing (UAT) with different departments such as Finance, Marketing,Sales etc...
- Defect management
- Coordination for the delivery of procedures and training per department