

# Mohamed Ebrahim Al Bastaki

## Education

-Ibn Khuldoon National School (High School Diploma)  
-International Accounting Bachelor Degree from University of Northampton

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**Date of birth** 1993-09-14



My objective is to join a dynamic organization that offers me a challenging career opportunity to gain experience and valuable knowledge to assist my career. I am seeking a challenging and exciting role which enables me to grow. I am a very enthusiastic person, a quick learner and a hard worker that strives to meet all job requirements on time with excellent quality.

## Experience

2020-06 - 2020-10

### Training

#### **Kuwait Finance House at Credit Administration & Collateral Management Department**

- Managing Collaterals that has been mortgaged from Corporate and Consumer clients that requested financing.
- Updated in Bank System and renewed thousands of Collaterals that needed renewal in there insurance . (Monthly updates)
- Updated valuation for clients collateral daily.
- Reviewed Consumer and Corporate financing deals daily.
- Issued offer letters for Consumer and Corporate deals.
- Ensured Corporate credit files are appropriately maintained and adequately updated.
- Ensured Corporate deals has all the document required from Credit Review and Credit Commute accurately, and check all step by step and understand the deals.
- My experience in this department helped know how financing deals are structured and how Corporate deals gets renewed and restructured, depending on client situation by checking there financials or Covenants from Credit Approval.
- Understand and Check Corporate deals by reading Credit approval carefully. know the grading and level of the deal. understand the structure of payment, if it has any covenants, security or documents required from Clients.
- Working with Credit Administration and Real Estate Collateral Team in KFH, ensuring the perfection of all securities, pre and post disbursement activities for all financing activities within KFH.
- Responsible for carrying out periodic reconciliation between vault and system records of the collateral and ensure they are accurately and adequately available.

2020-02 - 2020-06

### Training

#### **Kuwait Finance House at Operations Department**

- Getting involved into the banks practices and procedures, to ensure that customers transactions are completed accurately by checking and making customer deals brought from real estate, branches, and other departments.
- Checking carefully on Auto Deals, Cash loans, Real Estate loans, to help the team run daily tasks smoothly , while doing this it helped me gain knowledge on what Islamic banking is .
- Issued Standing Orders and Security Cheques daily.
- Issued Contracts for Cash loans daily.
- Salary transfers and Financial Entries
- Joined the SWIFT team to gain a big idea on how to transfer money outbound.
- Issued Real Estate Contracts.
- Learned how to use banks system and updated information that is required .

2018-12 - 2019-02

## Part time job

### Samhaan Holdings

- Worked as a part time to gain experience for my full time company by learning day to day managerial tasks in marketing, project planning, how is the organization of the company is structured.
- Created market analysis for real estate in many areas in Bahrain.
- Created marketing methods to launch a restaurant they are opening.
- Support the team with a range of duties.

2018-01 - 2019-02

## Personal Administrative

### A Holding S.P.C

- Created project plans
- Studied and researched the market in many sectors by creating market analysis.
- Handled marketing work for owning companies at the company.
- Handled meetings and activities.
- Organized weekly tasks and follow ups.
- Trained and handled new employees that joined the company.
- Gained experience in meetings by discussing with upper board members for new business opportunities in F+B industry by setting meetings with parties that agreed on my franchise proposals.
- Working in this company helped me gain more knowledge, build strong relationships for my career, and studied what Bahrains market demands in many sectors ( Business opportunities ) .

## Skills

Work Ethic



advanced

Communication



Creativity



Software programs



Teamwork



English and Arabic (Fluent) (Writing skills)

