

## CURRICULUM VITAE



### Personal Details

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Date of Birth	5 <sup>th</sup> Jan 1988
Nationality	Bahraini

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### Summary Profile

A dependable team worker with proven ability to work under immense pressure and meet deadlines. An energetic professional, seeking an opportunity to apply acquired skills in a mutually rewarding environment.

### Professional Experience

#### November 2017 – March 2018 – Arcapita Investment Management

Investor Services Group – Alternative Investments, Private Equity & REITs

#### Brief Description:

- Compiling daily market data consisting of currency rates, bonds, Libor, commodity rates and circulating to all staff within the bank.
- Solving all investor queries received through the placement team and liaising with the Regional & Global Investment teams to provide timely solutions.
- Analyzing raw data consisting of financial models, PPMs, marketing material from Investment teams prior to circulation within the placement team.
- Collating information data hub from market intelligence, company data, internal assumptions, including of overall design lay out with internal and external parties to create effective marketing material.
- Reviewing of PPMs for inconsistencies with Financial Management Group team prior finalization with external type-setters.
- Acting as checker of all information disseminated to clients in terms of all data – financial & non-financial – in terms of accurate calculations, models and factual data.
- Acting as intermediary between investment team, placement team and investors as the center of information and excellence.

## **February 2016 – May 2016- Central Bank of Bahrain**

CIU Analyst, Mutual Funds- Financial Institutions Supervision Directorate

### **Brief Description:**

- Reviewing PPM's in-depth contractual agreements and relevant information on the fund structure, suitability and market segment.
- Managing Mutual funds and other SPVs with fund managers while valuating NAVs on a regular basis.
- Creating reports and memos on reviewed documents in accordance with the Central Bank regulations within the regulatory deadline.
- Conducting regular meetings with Financial Institutions to discuss fund structures and address any queries on their financial performances.
- Analyzing quarterly information reports and annual/semi-annual audited reports for funds and their companies before raising them to management.
- Drafting memos on major supervisory issues, meetings and reports, related to the operations of the funds.
- Attending AGMs and EGMs of funds on behalf of the Central Bank with Financial Institutions.

## **October 2013 – October 2015 - Credit Suisse**

Assistant Relationship Manager, Private Banking

### **Brief Description:**

- Assisting Relationship Managers with client accounts and meetings while handling the relationships in absence of the RMs.
- Liaising with product partners – Trust and Custody Services, Investment Banking, FX and Money Market specialists, etc, to ensure client satisfaction with up-to-date market trends and prospective accounts.
- Consulting clients on their portfolios consisting of FX, Bonds, REITs, Mutual Funds, etc. and their daily/weekly positions.
- Receiving trade bookings and orders whilst liaising with the regional traders on behalf of the clients to complete these transactions.
- Registering of CIU funds, which the bank aims to market from Lead Offerings with the Central Bank by coordinating between Fund Managers/Providers, Legal & Compliance and regulator.
- Ensuring investment funds are maintained up to date and compliant with the Central Bank's CIU reporting requirements.
- Assist the relationship managers in handling the account opening process for new clients and additional facilities or credit lines for existing accounts.
- Ensure efficient and prompt management of orders and reporting of trades, transactions, payments, remittances, etc., for the clients of the branch, by either dealing directly with them or through RMs.
- Being an interface and acting as a point of contact between clients, sales force and settlement team to resolve trade issues and queries with the aid of Bloomberg Platform.

- Ensure efficient and prompt management of orders and reporting of trades, transactions, payments, remittances, etc., for the clients of the branch, by either dealing directly with them or through relationship managers.
- Monitor all client account activity, orders, update account positions, portfolios and ensuring breaks and risk items are kept to a minimum.

**April 2011 – July 2013 - Standard Chartered Bank**  
**Associate, Origination and Client Coverage, Wholesale Banking**

**Brief Description:**

- Creating, reviewing and renewing Credit Applications for Client Banking Facilities on a monthly basis and interims to accommodate immediate requirements.
- Assisting the Senior RM in managing the largest and oldest corporate relationships from end-to-end clientele origination and coverage.
- Assisting the Senior RM with marketing of wholesale banking products including cross selling via product partners from the region with personal connections amongst the newer generation of family businesses.
- Sourcing and On-boarding new personal clients while managing their accounts on a landscape levels, from Operating Current accounts, Fixed Deposits, Preferential FX Rates, Term Loans, and Trade Financing
- Liaising with Treasury, Trade, Transaction Banking and Project Finance between the clients for further efficiency at the client's end.
- Performing market research, Financial and Credit analysis reports with regard to client business, industry, peer, etc.
- Monitoring daily transactions, utilizations, risk exposures, limits, payments and transactions etc.
- Managing of limits within the client's approved facilities upon calculating their credit score on regular basis to assure full exposure is covered internally.

**April 2010 – April 2011 - Standard Chartered Bank/Bahrain Institute of Banking and Finance (BIBF)**  
**Management Trainee**

**Brief Description:**

- 3 months of intensive training and examinations at BIBF in various specialized courses.
- 10-month rotation within core banking departments as part of the Training Development Program.
- Undertaking minor projects within each department.

## Education and Qualifications

### **2010 - Bahrain Institute of Banking and Finance (BIBF)**

Management Trainee Development Program Certification

- 20 courses varying from Inter-Personal skills and Leadership, to Credit and Problem Credit, Global Banking and Treasury Operations, UCP 600

### **2006-2009 - The Kingdom University**

Bachelors Degree in Banking and Finance

### **1991 - 2006 - Sacred Heart School**

General Certificate in Secondary Education (GCSE O-Levels)

#### **Work-Related Courses**

- Cross Border Private Banking – (GCC and Switzerland)
- Investment Portfolio Analyzer
- ACI
- Credit Assessment Skills Certified
- Anti-Money Laundering
- Basel II, Operational Risk
- Personal Dealing
- Credit Policies and Risk Management

#### **Hobbies and Interests**

- Sports, Health and Receptions
- Business and World News
- Documentaries + Sci Fi
- Socializing + Music
- Enjoy learning and expanding my knowledge

#### **Skills / Competence**

- Financial Analysis
- Credit Analysis
- Critical Path Analysis
- Private & Corporate Banking
- Trade Finance
- Microsoft Applications Skilled
- Conceptual Thinking
- Analytical Thinking
- Communication Skills
- Leadership Skills
- Multi-tasking

#### **Personal Attributes**

- Professional
- Enthusiastic
- Trustworthy
- Ethical
- Respectful