

## **Zainab Matar**

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**Marital Status:** Married

**Date of Birth:** 10/07/1985

**Nationality:** Bahraini

### **Objective**

To obtain a challenging position in a dynamic and growth oriented financial institution.  
Use my qualifications and experiences to contribute within organization's strategic objectives.

### **Working Experience**

**Aug 2013-Jun 2016: Associate - Assistant Manager  
Corporate Banking - HSBC Bank**

- Obtaining researching and analyzing customer information for financial & non-financial customers.
- Undertaking the appropriate analysis and preparation of proposals.
- Prepare high quality and professional applications to credit facilities.
- Support Relationship Managers.
- Perform all relevant KYC&KYCC checks and reviews periodically to ensure fraud and operational losses are minimized.
- Ensure timely periodic review of CARMs.
- Adhere to structure and process in place for management of credit operational, reputation and regulatory risk.

**Nov 2009-Jul 2013: Financial Controller  
Finance - HSBC Bank**

- Responsible for preparation and submission of CBB returns – Monthly, Quarterly.
- Responsible for preparation and submission of Bank returns – Monthly, Quarterly.
- Responsible for preparation of liquidity analyses reports.
- Responsible for preparation of Bank books via monitoring the Balance sheet and Income Statements.
- Assisting Treasury in updating the daily rates via Reuters.
- Monitor all banks deals using the FX rates & reconcile.
- Reconciling Bank books & Monitor the ledgers accounts.
- Responsible for Off-Shore accounts.
- Responsible for overseeing the Information Security Risk within line of business.

**Feb 2008-Nov 2009: Operation Officer  
Network Service Center - HSBC Bank**

- Responsible for Corporate bank accounts opening.
- Responsible for all operation accounts maintenance.
- Responsible for all CBB reports and manage CBB projects.
- Responsible for all corporate accounts facilities such as internet banking.
- Conducting Bank procedures internally and globally to meet the requirements and customer satisfactions.

**Mar-Apr 2006:**            **Trainee Network Service Center**  
**HSBC Bank**

- Outward payment Assistance.
- Payment Investigation.
- General operation officer mainly of corporate accounts.
- Reviewing corporate opening accounts, legal documents, attested foreign documents.
- Responsible for Internal customer correspondences.

#### **Educational Background**

**2006-2009:**            **Kingdom University, Bahrain**

B.Sc. in Finance & Accounting

**2003- 2007:**            **Kingdom University, Bahrain**

Diploma in Accounting

#### **Achievements and Awards**

- HSBC champion to present global applications, HFE, GWIS.
- Acting Finance Business Information Risk Officer.

#### **Languages Skills**

- Arabic: Native
- English: Speaking (Excellent), Writing (Excellent), Understanding (Excellent)