

Hend Al – Suraie

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Objectives

Continuous growth and challenges are the driving forces of my career. I always look forward to a working environment that is creatively stimulating and provides me ample opportunity to test my physical and mental capabilities. Along with it, I should be able to correlate personal values of my sincerity and integrity to my work. Like working in the group in competitive environment and accept challenging time bound jobs.

Areas of Specialization

Department Management:

- Manage budgets, employee retention programs, employee, communications, intranet, recruiting, training and development, hiring, firing, counseling, and organizational development.

Financial Services Management:

- Commissions, stock options, base salary, salaries plus bonuses.
- Financial products and services: investments, stock, financial instruments

Compensation and Benefits Management:

- Contract negotiating, compensation surveys, equity, salary ranges, Hay System and Points, EEO, IRS

Employment History

April 2008 – To-date **Asia Holding Co. K.S.C.C.** **Kuwait**
Senior Manager – (Finance, HR & Investment)

- Develop & maintain banking relations and provide leadership to Finance Department
- Ensure regulatory compliance
- Build placement capabilities, market deals and projects

July 2005 – April 2008 **Salbookh Trading Co. K.S.C.C.** **Kuwait**
H.R. Manager cum Finance Department

- Manage budgets, employee retention programs, employee, communications, intranet, recruiting, training and development, hiring, firing, counseling, and organizational development.
- Commissions, stock options, base salary, salaries plus bonuses.
- Contract negotiating, compensation surveys, equity, salary ranges

April 06 – Nov 03 **Ministry for Finance** **Kuwait**
Finance

- Advised other top executives on the firms' strategic direction
- Directly involved in forecasting and planning, budgeting, Worked with the CFO to devise appropriate capital financing for deals.
- Preparation of Reports, budgets, financial statements and auditing.

Nov 92 – April 03

Kuwait Airways

Kuwait

Finance

- Calculation of basic tariff and commission of agents, value of refunds etc.
- Directly involved in forecasting and planning, budgeting, and product line reporting
- Commission business plans and market assessment studies for growth
- Prepared product line financial statements, month-end closing, and product budgets.

Educational Qualification

Bachelor Degree Major in Accounts (Commerce, Economical and political college, Kuwait)

Training and Professional Courses

- Course in **Basic Tariff** As Trainee Accounts Officer In **Kuwait Airways** in 1993
- Course in **Correspondence** (letter, Memo writing) from **Al- Management Consultancy** in 1996
- Training course in **Microsoft Excel** from **Delta Training Computer Studies Kuwait** in 1996
- **Upper Intermediate English** Course From **Kuwait American Center of Education** in 1997
- Training program in **Modern Financial Analysis Techniques and Design of Financial Studies** from **Kuwait University (College of Administrative Sciences, Consultancy and Training Office)** in 1997
- Course in **Personal Development** from **Gulf Consultancy House** In 1997
- **Management Training Program** from **Career Development Center** in 1999
- **Course in Interior Auditing** from **Institute of Private Education & Training (K.S.C.C.)** in 2000
- **Course in Finance Control Management** from **INVEST Consultant Co.** in 2000
- **Course in General English Level "2B"** from **New Horizons (Computer Learning Centers)** In 2002
- **Course in Management and Building K.S.C.C.** from **Brain Power Center (Ministry of Education – Private Education – Kuwait 5208)** in 2003
- **Course in English upper Elementary Group I** from **The British Council Center of English Studies** in 1992 – 1993
- **Development and Planning customers and clients** from **Arab Federation for certified public Accountants** in 2002
- **License for Authorized Auditing** from **Ministry of Chamber of Commerce** in 2002

Computer Skills Set

Operating Systems	Dos 6.22, Windows'95, Windows'98, Windows NT 4.0, Windows ME, Windows 2000 & Windows XP
Software	MS Office 97 / 2000 / XP

Personal Details

Date of Birth	28 th December, 1968
Marital Status	Married
Nationality	Kuwaiti
Passport No.	001435519
Languages	Arabic, English
Civil Id	26122800329