



Manar Saleh Salman

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PROFILE

- Bachelor of Laws (Honors) Law with Business L.L.B graduate, from Northumbria University, United Kingdom, Northumbria Law School Global Scholar Prize winner (Top 25% GPA students in Northumbria Law School).
- Gained understanding, predominantly in the areas of legal advisory, corporate/statutory compliances, commercial and legal litigation, & Anti-Money Laundering.
- Specializes in Securities, listed companies, insurance, investment, FinTech, IT, leases
- Acquired academic knowledge in finalizing terms & conditions of contracts, settlement agreements and performing analysis to ensure that contracts are finalized within negotiated & agreed-upon parameters.
- Experience in managing legal affairs, including due diligence, contract documentation, corporate advisory, dispute resolution, litigation, research.

Education Credentials

CERTIFICATE	AWARDING BODY	YEAR	GRADE
PROFESSIONAL CERTIFICATE IN ARBITRATION – SECURITIES (BOURSES)	GCC Commercial Arbitration Centre	2018	
TRAIN THE TRAINER	Ta'seel – Origin training institute	2018	Pass
INTERNATIONAL DIPLOMA IN ICA GOVERNANCE, RISKS AND COMPLIANCE	The University of Manchester – Alliance Manchester Business School	2017-2018	Pass
BACHELOR OF LAWS (HONORS) LAW WITH BUSINESS LLB	Northumbria University, Newcastle Upon Tyne, United Kingdom	2012–2016	<ul style="list-style-type: none"> • 2:1 Second class upper division • The Northumbria Law School Global Scholar's Prize
DIPLOMA IN INTERNATIONAL ENGLISH FOR ACADEMIC COMMUNICATION	Northumbria University, Newcastle Upon Tyne, United Kingdom	2011-2012	A+ - With Distinction
HIGH SCHOOL DIPLOMA	Hamad Town Girls School	2008-2011	
IELTS	British council, Bahrain	2009	

PQE

➤ THE BENEFIT COMPANY B.S.C



AUG 18 – PRESET

Legal Officer

- Draft, review and advise on contractual agreements (Lease, Service, SLA, NDA, Employment, M&AOA, Fintech)
- Advise on day to day legal affairs and products
- Developing, initiating maintaining and revising internal policies and procedures such as AML, Corporate Governance, Legal and compliance, Key Persons manuals.
- Board and shareholder and committee meetings minutes' notification and organization of meetings as well as coordinating with official bodies when and as required

➤ BAHRAIN NATIONAL HOLDING COMPANY - BAHRAIN



AUG 16 – AUG 18

Legal and Compliance Assistant, CBB & Bahrain Bourse Acting Compliance Officer, MOICT Corporate Governance Officer, MOICT Ultimate Beneficial Owner

Legal

- Draft, review and advise on contractual agreements (Lease, Service, SLA, NDA, Employment, M&AOA, Fintech)
- Developing, initiating maintaining and revising internal policies and procedures such as AML, Corporate Governance, Legal and compliance, Key Persons manuals.
- Arranging and conducting BODs and AGMs as well as coordinating with MOICT, Bahrain Bourse, CBB and Share registrars

- Assisting in resolving reinsurance, Insurance court cases and amicable settlements (Motor and life) and coordinating with external lawyers
- Provide legal work required by the company for licensing, registration of company and staff, including drafting and amending M & AOA when and as required.
- Board and shareholder and committee meetings minutes' notification and organization of meetings as well as coordinating with official bodies when and as required

Compliance

- Complying and communicating with regulators of Capital Market, Investment, and Insurance directorates.
- Managing Compliance/AML issues and statutory reporting in line with the prevailing laws, regulations, CBB rulebook, and other laws and regulations applicable.
- Initiating, implementing and updating compliance calendar, compliance framework, compliance matrix and compliance induction program.
- Identifying and monitoring and informing the management and Board of compliance risks in the business and initiate corrective action for avoidance of future breaches
- Assisting in the design and implementation of process maps for internal reviews and compliance monitoring for different departments
- Creating sound internal controls and monitoring adherence to them
- Helping develop an effective compliance training program, including appropriate introductory training for new employees as well as ongoing training for existing staff and new joiners.

AML

- Creating and conducting a yearly AML awareness training and assessment
- Conducting EDD, KYC, transaction monitoring, PEP screening and sanctions screening
- Reporting CRS and FATCA to the regulator

Internships

➤ ALYOUSUF EXCHANGE & MONEY TRANSFERS – BAHRAIN

Human Resources Coordinator



APR 2015 - OCT 2015

- Gained in-depth knowledge of recruitment, manpower/talent management, regional compensation and benefits, employee learning and development and succession planning
- Addressed various internal issues arising in the premises and resolving them to maintain cohesive working environment and prepared and maintained records for new hires and maintained files for all employees
- Involved in staff evaluation, selection, negotiation, recruitment, retrenchment and settlement of disputes between employees and management

➤ AL SHAMLAN ATTORNEY & LEGAL CONSULTANTS

Trainee Lawyer



JAN 2015 – MAY 2015

- Gained knowledge about the Govt system by working with Govt officials and also working with International organizations.
- Comprehensive review of existing Government policies, programmes, action plans, and prepare reports of these reviews.
- Maintained effective records management program for filing, protection, and retrieval of records, assured compliance with program, gained understanding trial, and attending trials.

➤ NATIONAL INSTITUTION FOR HUMAN RIGHTS

Legal Affairs- Internship



JUN 2014 – AUG 2014

- Coordinated with legal counsels / consultants in respect of the instituted litigation tracking of all suits filed by the company, accountable for writing, responding, and maintaining litigation files for all cases

➤ MASHREQ BANK- LEGAL AND RISK DEPARTMENT – DUBAI

Legal and Risk Department – Internship



JUN 2013 – AUG 2013

➤ AL AREEN HOLDING COMPANY

Customer services officer and Retail Assistant



JAN 2007 –DEC 2011

Courses & Workshops

- The procedures of applying Rent Law - Judicial & Legal Studies Institute (November 2018)
- Bankruptcy Law Seminar – EDB Bahrain (October 2018)
- Bahrain International E Government Forum – E-Government (October 2018)
- Consumer Protection Awareness – MOICT Bahrain (September 2018)
- Commercial Arbitration Workshop – Judicial & Legal Studies Institute (March 2018)
- Anti-money laundering latest and future trends & challenges in a digitalized world workshop – KPMG (March 2018)
- Business Law and Intellectual property workshop – Tamkeen (January 2018)
- RegTech MENA (Regulatory Technology)- The World Arena Group (November 2017)
- Value-Added Tax (VAT) Workshop - Judicial & Legal Studies Institute (March 2017)
- Procedures for challenging criminal judgements and legal drafting – Judicial & Legal Studies Institute (December 2017)

Personal Information

Nationality: Bahraini

Marital Status: Single

Date of Birth: 04.Feb.1994