

Dr. Mohamed Mahmud Abo El Kheir



SUMMARY:

- *Wide range of Experience (Accounting, Finance & Audit, Administrative, Marketing, Sales, etc)*
- *Member of the Board CARES Establishment, Paris France.*
- *Associate Founder in IAMSP, Dubai, UK*
- *Member of the Board in IT Academy, Paris, France.*
- *Fellow of the IFA, London UK.*
- *Visiting Professor at the AUOL, London UK.*
- *Excellent communication & correspondence skills.*
- *Strong analytical and problem solving skills with proven ability in multi-tasking*

EDUCATION & TRAINING:

- *High Diploma from Emirates Institute For Banking and Financial Studies, Sharjah ICB Banking Diploma[Subject included accounting, corporate finance, cost accounting, organization behavior Marketing, Quantity Business Analysis, Real Estate Investment, Microeconomics, Macroeconomics, Bank Financial Risk Management and Business Communication] 2006-2007*
- *Bachelors in Science (Major in Management) from AJMAN UNIVERSITY, U.A.E. 1992 / 1993*
- *Successfully completed ACL(audit software) course for advanced learners*
- *Successfully completed course on Principles of Audit with IIR Middle East*
- *Successfully completed Higher Diploma in Arbitration with RERA*
- *MBA in Banking & Finance (USA), 2008*
- *Attended The IIA's (Institute of Internal Auditor's) 5 day International Conference 2009 on risk based audit held in Dubai. UAE with participants from all over the world*
- *PhD. In Auditing & Finance (USA), 2011*

Experience:

Dubai Customs (Government of Dubai) 27-Dec-2009 up to Date

Audit Manager “Companies Department”

Responsibilities:

- *Prepare the yearly audit plan and discuss it with the audit board, and ensure that any updates happens are taking a place*
- *Review the audit plan on a monthly basis to ensure the accuracy and the effectiveness of the plan and as a tool to measure the performance.*
- *Prepare the yearly department needs of employees and training sessions and ensure the implementation of that plan.*
- *Prepare the audit committee meeting and discuss the pending and the critical issues, and implement the decision taken by the committee.*
- *Manage the different audit teams to ensure that the audit is done as per the standards and in the best practice*
- *Handling the special and the critical assignments which coming from the intelligence department*
- *Handling the confidential engagements which is coming from the Financial Department at Government of Dubai*
- *Review the audit reports and assets the audit team to improve their skills.*
- *Conduct a training sessions on a regular basis as part of the knowledge transfer methodology.*
- *Do the after engagement performance appraisal and the yearly and half yearly appraisal and discuss it with the employees*
- *Reassess the training plan upon the employees needs based on the performance appraisal.*

Tatweer (A member of Dubai Holding) Oct-2008 to 24- Dec-2009

Assistant Audits Manager

Responsibilities

- *Preparation of planning memorandum, timeline, and procedures for audits.*
- *Manages/ Supervises the audit engagements being undertaken by Senior and Junior Auditors which include among others, review of working papers, auditor’s recommendations, and draft report before being endorsed to Senior Manager or Director for approval. This also includes ensuring that all works performed by the field auditors are in accordance with the International Standard for the Professional Practice of Internal Auditing (ISSPIA).*
- *Provides and presents to the management of audited entities the results of audit including the issues, business impact, and recommendations.*

- *Provides consultancy services to Tatweer entities relating to development or improvement of existing process or the documented Standard Operating Policies and Procedures (SOPP).*
- *Demonstrates capacity and evidence for effective decision making and drawing sound conclusions.*
- *Conducts fieldwork/ audit covering the following responsibilities:*
 - a. *Performing selection and development of appropriate audit procedures for Manager's/ Director's approval.*
 - b. *Reviewing and evaluating Tatweer and entities' operations to appraise the reliability and integrity of financial and operating information, compliance with policies, plans, standards, laws, and regulations that could have significant impact on operations;*
 - c. *Performing audit test to evaluate the adequacy and effectiveness of the organization's system of internal control and quality of performance in carrying out assigned responsibilities;*
 - d. *Preparing recommendations for Entities' management consideration; reviewing and evaluating internal auditor's recommendations, considering materiality, performance to audit and documentary evidence;*
 - e. *Applying, in appropriate circumstances, knowledge of basic EDP audit techniques and audit tools i.e., ACL.*
- *Participates in the special audits being conducted/ performed by the Senior Manager.*
- *Reports to the Senior Manager and Director of Internal Audit for administrative works i.e., performing risk assessments for audit plan purposes, development of audit plan, preparation of control framework assessment of Tatweer, etc.*
- *Represents Tatweer in all Dubai Holding Group Audit meetings relating to process improvements, Teammate implementation, and ACL assurance procedure benchmarking.*

Dubai Islamic Bank November 2005 to 10-07-2008

Assistant Credit Manager, Retail Department, November 2007 To till 10-07- 2008
Team leader credit retail department *September 2006 to November2007*
Senior Credit Analyst, Retail Dept, *April 2006 to August*
Credit Analyst, Retail department, *November 2005 to March 2006*

Responsibilities

- *Analyzed personal finance cases and had the authority to give approvals and declines with a limit up to 500,000.*
- *Discovered much fraud cases and reported them to higher management.*
- *Gave trainings to the Personal Finance team and examined them frequently*

- *Replied and assisted branch managers and sales managers in solving any issues*
- *Contacted higher level management for deviations in applications regarding credit policy*
- *Took responsibilities of the Credit Manager in his leave*
- *Handling all personal finance User acceptances Testing\UAT.*
- *Responsible for the communication between credit department and front line.*
- *Supplying front liners with training programs in order to improve their quality.*
- *Responsible for preparing MIS's for the department in order to improve quality of work.*
- *Improve the analytical skills of the team by revising a number of cases for each analyst to figure his weaknesses.*
- *Follow and revise the team daily KPI in order to increase productivity.*
- *Established internal vendor black list.*
- *Follow with collection department in order to check the monthly dlq. Percentage.*

Mashreq Bank

Relationship Officer July 2005 to OCT-2005

Responsibilities

- *Responsible for all liabilities, asset sales and services*
- *To provide customers financial services, which exceed the customer's expectations by delivering an unbiased, competent, timely and problem free service.*
- *Be a team player and contribute to achievements of goals based on the Key Performance Indicators.*
- *Deputize for the branch manager in his absence.*
- *Minimizing customer attrition. Customer acquisition, increasing and achieving CVI target, meeting with the set service standards.*
- *Ownership of customer complaints, implementation of the Complaint Handling & Analysis Process.*
- *Be imaginative and creative in the delivery of customer service.*
- *Conduct the set appointments with customers and profile them and achieve a sale.*
- *Conduct outside sales calls to potential businesses/customers. Checking*

***M/s. Al Shafer Tiles, Mosaic & Marble Factory. LLC, Dubai , U.A.E,
Sales and Marketing Manager June 1992 – June 2005***

Responsibilities

- *Responsible for all P.R.O. Duties.*
- *Attending to all Labor Office Queries & Solution for the same.*
- *Responsible for Staff leave plans & updating relevant information on system.*
- *Marketing & Assisting in Promotion of Marble / Granite.*
- *Focusing on Sales & working towards attainment of Sales Target.*

- *Planning & Executing the Sales plan on weekly & monthly basis.*
- *Reporting directly to the Management.*
- *Maintaining a huge database of existing clients & generating new corporate clients.*
- *Meeting & Interacting with the Senior Management of the Organization to ensure Regular Client Services.*
- *Studying the Exact requirement of the Customer & propose new ideas to Customer.*
- *Focusing on Long-term benefits as per customer requirement.*
- *Providing most innovative & cost cutting solution that contributes to the bottom line of customer satisfaction.*
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Technical Skills / Computer Proficiency

- *Typing Speed: 50 wpm (Arabic & English)*
- *Well-versed with Spreadsheet packages like MS Excel, Lotus 1-2-3, Word processing*
- *(MS Word and Presentation (MS PowerPoint) and Internet Packages*

Personal Skills

- *Excellent Communicative etiquette, personal as well as written communication skills.*
- *I am a team player and enjoy very cordial relation with all my seniors and colleagues*
- *I am a Quick Learner and enjoy adaptability.*
- *Arabic (Native Language)*
 - *English (very good at speaking, writing and reading)*

Personal Data

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Dubai – U.A.E.
Mob: 0504509992 & 0556560022
Nationality: U.A.E.
Status: Married
Date Of Birth: 05.03.1970
Languages: Arabic, English & Hindi
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