

Introduction

Dear Sir

I would like to introduce my self. I have a pre-master's degree in auditing and a bachelor's degree in accounting. I am qualified Arab Certified Public Accountant with more than 15 years of experience and a self-motivated person. I am capable to achieve targets with my robust business exposure. I want to achieve success by making robust contribution and achieving goal of my employer organization. I think innovatively to drive value with cost focused approach. The right decision making is my best career skill with the empowerment of knowledge and expertise. I can sustain the culture of continuous improvement by challenging status quo. I am keen to join the organization that provides platform of nurturing my talent as a means of achieving organizational goals.

My experience has been formed through a hierarchy of professional and diverse positions ranging from accountant, account manager, senior external auditor, senior internal auditor and team supervisor to the head of an internal audit unit. During my career I worked on a number of consulting projects related to internal audit, The development of strategic plans, development of standard policies and procedures manuals, investigation of fraud cases, evaluation and development of internal control systems, feasibility studies of some economic projects, business valuation, suppliers and contractors evaluation, supervising the implementation of the enterprise's resources planning ERP systems Microsoft AX, and other systems.

I have experience in a variety of sectors such as retail, government service, contracting and real estate, industry and information technology.

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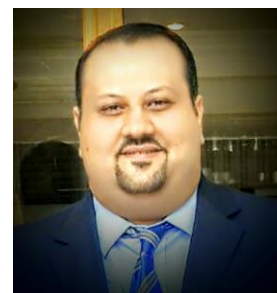
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Personal Information:

Date of Birth: July 7, 1978

Nationality: Palestinian

Marital status: Married

Driving License: Bahraini

Career Objective:

Looking forward to join an organization where I can pursue a successful career in Auditing, Accounting, and Finance by utilizing my skills and abilities to the maximum extent with full potential. Being a professional, I feel confident that I can achieve a level-performance which is nothing short to my perfection and that your organization would provide the scope for such a growth and development.



Academic Achievement and Professional Qualification:

- ❖ Certify ISO 9001 QMS Lead Auditor – Dec. 2012
- ❖ Arab Certified Quality Manager (ACQM), May 2012.
- ❖ Arab Certified Professional Account (ACPA), March 2009.
- ❖ Primary master in Accounting & Auditing – Faculty of Commerce, Ain Shams University, Cairo, Egypt, November 2004.
- ❖ Bachelor in Accounting- Faculty of Accounting & Business- Administration, Al Azhar University, Gaza, Palestine 2000.
- ❖ Certified Internal Audit (CIA) - Under certification.

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Career History:

- ❖ **September 2017 Till Now** **Simplicity Consultancy**
Manama, Bahrain

Position: Founder & Managing Director

My long experience in the field of accounting and auditing encouraged me to establish a consulting company to provide a distinguished service to clients. During my work as MD, I has contracted and supervised a number of important projects in several fields and in several sectors. Some of the projects can be listed as follows:

Projects Fields	Clients
Internal audit projects and audit of information security	<ul style="list-style-type: none">- Investor Security – KSA.- University Collage of Bahrain - UCB Bahrain- Global Star Trading W.L.L.- Care Line Trading W.L.L.
Economic Feasibility Studies and Business Plans	<ul style="list-style-type: none">- Feasibility study of a special education institute- Feasibility study to develop a commercial Mall for real estate development company
Inventory projects, coding, valuation of fixed assets and preparation of asset management procedures manuals	<ul style="list-style-type: none">- Ministry of Information Affairs.- Ministry of Justice & Islamic Affaires- Institute of Public Administration - BIBA- Muharaq Municipality- Supreme Judicial Council.- Survey and Land Registration Bureau.- National Communication Center.
Develop standard procedures manuals and policies	<ul style="list-style-type: none">- Ministry of Information Affairs.- Ministry of Justice & Islamic Affaires- Representatives Council.- Shura Council.
Accounting Consultancy support & IFRS Implementation	We Supervising more than 50 company and support there accounting function

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- ❖ **September 2012 Till August 2017 Ministry of Justices and Islamic Affairs and Waqf – Sunni Waqf Directorate**
Manama, Bahrain

Position: Head of Internal Audit Unit

During my work as Head of Internal Audit Unit I'm responsible for planning, executing and reporting on operational, financial, regulatory and compliance related to ministry of finance instruction, board of director's dictions, internal regulation, and the best practice.

My responsibility consists of:

- Prepare an internal audit plan based on risk assessment for three years.
- Maintain knowledge of business, organizational, audit as well as technological changes as well as pertinent internal plus regulatory policy and procedural requirements to make sure audit integrity, process innovation service quality.
- Identify plus report process improvements value-added observations for audited units that help enhance operational effectiveness, customer service quality efficient use of resources.
- Plans financial, regulatory, compliance or operational reviews/audits.
- Coordinates work with Risk, Legal & Compliance and other control-related activities and with others within Internal Audit.
- Conducts risk assessments and identifies controls in place to mitigate identified risks.
- Performs audit procedures to verify that controls are operating through testing and interviewing techniques.
- Analyses and concludes on effectiveness and efficiency of control environment.
- Identifies control gaps and opportunities for improvement.
- Documents the results of audit work in accordance with audit department and the Institute of Internal Auditors (IIA) standards.
- Prepares timely audit reports for executive management, the Audit Committee and the Board of Directors.
- Contributes, as appropriate, in the year-end financial audit with the external auditor.
- Provides advice on internal control and participates in enhancing internal audit standards and practices.
- Researches new or technical subjects when required to support audits.
- Provide feedback on performance of Internal Auditors, on audit assignments, as applicable.
- Planning and execution of internal audit work for all real estate development projects, which as an all-encompassing scope of the construction process from

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solicitation of bids to final payment. It is not just looking for cost recoveries or overbillings, but also include process improvement recommendations for the project management team about:

- Preparation of control schedules
- Reconcile project expenditures
- Direct labor analysis
- Labor burden analysis
- Change order analysis and pricing analysis
- Subcontract analysis
- Material purchases
- Verification of contracted scope
- Equipment rental analysis if needed
- Bonds and insurance analysis
- Quality assurance and quality control

❖ **April 2007 Till Sep. 2012 Talal Abu Ghazalah & Partners International Co.**

Manama, Bahrain

TAGI is a member of TAGORG which has 70 offices and 180 correspondents with operations focused to business needs of clients which include auditing, valuation, management consulting, ICT development, business advisory, training, educational consultancy, capital services, human resources development, real estate consulting, translation, legal service, intellectual property rights protection and domain name registration.

Position: Senior Auditor/ Project manager (Internal Audit)

- During my professional career in public accounting, I acquired a wide and diverse range of experience in various industries with special emphasis on, Governmental, Non-Profit organization, Manufacturing, trading, Real Estate, Food Industry, and Contracting Companies.
- I have performed special business advisory engagements including due diligence, review and evaluation of internal control systems and agreed upon procedures.
- In my initial years with Talal Abu Ghazalah Company, I worked in the Audit Department; I gained strong experience of Auditing services, which included External and Internal Audit.
- Extensive internal and external audit experience in various industries: Retail, Governmental, Manufacturing, Contracting, Real Estate, and Restaurants.
- I have conducted several financial audits of small and medium clients in Bahrain, Supervised staff, as the engagement required. The audit engagement served a wide range of industries. My client base included:

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◆ External Audit:

- Bahrain Defence Force – General Head Quarters, 2011
- Bahrain Royal Flight. 2011
- Royal Medical Services (PDF Hospital). 2011
- Sunni Waqf Directorate.(2008-2011)
- General Organization for Youth & Sports.(2007-2012)
Provided the audit services for all the national sport Club in Bahrain, My responsibility of GOYS jobs consist of:
 - ✓ Managing the meeting with GOYS administrations.
 - ✓ Planning and fix the cost for any new job.
 - ✓ Planning the job.
 - ✓ Managing the staff.
 - ✓ Auditing the files.
 - ✓ Reporting to the partner.
- Bahrain Olympic committee. (2007-2012) :Provided the audit services for all the national sport Associations in Bahrain.
- Refreshment Trading Co. W.L.L (2007 – 2012)
- Kabco Trading Co.(2007-2011)
- Balhamer Metal Coating Paint Factory. (2007-2011)
- Hurran Marine Maintenance W.L.L (2008-2011)
- GCC Commercial Arbitration – Bahrain (2007-2009)
- GCC Commercial Arbitration-Kuwait (2007-2009)
- Ahmed Ali Al-Jalahma Establishment (2007-2011)
- Ahmed Ali Al-Jalahma Properties (2007-2011)
- Gulf Venture Capital Association. (2007-2009)
- Abdulla Hassan Al Durazi & Sons (2011-2012).
- Bokhowa Group WLL (2011-2012).
- Kooheji Contractors W.L.L (2011-2012).
- Hafeera Contracting Co. WLL (2011).

◆ Internal Audit:

- Council of Representative. (2008 -2012)
 - ✓ Human and Financial Resources.

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- Shura Council. (2008 – 2012)
 - ✓ Human and Financial Resources.
- Ministry of Culture. (2011,2012)
 - ✓ Human and Financial Resources.
 - ✓ Quality Management Section.
 - ✓ Project Management Office.
 - ✓ Culture & Arts Directorate.
 - ✓ Archaeology & National Heritage Directorate.
 - ✓ Music & Theatre Directorate.
 - ✓ Museums Directorate.
 - ✓ Coordination & Follow Up Section.
 - ✓ Tourism Facilities & Services Directorate.
 - ✓ Marketing & Tourism Promotion Directorate.
 - ✓ Tourism Planning Section.
- Jaffaria Waqf Directorate.(2011)
- Association of Maternal and Child Welfare. (2011)
- Ministry of Justice and Islamic Affairs. (2011,2012)
 - ✓ Human and Financial Resources.
 - ✓ Courts Directorate.
 - ✓ Execution Directorate.
 - ✓ Minors Directorate.
 - ✓ Notary.
 - ✓ Directorate of Notarization.
 - ✓ Building projects.

My responsibility of Internal Audit jobs consist of:

- Lead or participate in operational, compliance, or financial Audits, including planning Audits, scope determination, assessment of risk, and the development and execution of Audit programs.
- Analyse Audit evidence, identify Audit issues, and propose solutions to be discussed with senior management to initiate change and improve the effectiveness of the control environment or business process.
- Prepare comprehensive working papers that are consistent with generally accepted Auditing standards, accounting principles, and internal departmental standards.

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- Excellent analytical skills demonstrated through documenting, evaluating and advising clients on governance and activity level internal controls.
- Participate in all activities within assigned projects, including communicating with client management, establishing project milestones, monitoring fieldwork progress, providing updates to Audit management, and proposing modifications to current procedures to improve Audit effectiveness and efficiency for the department. Direct these activities on less complex projects.
- Prepare and deliver presentations to engagement team members, client management, and senior management. Draft clear and concise Audit reports identifying key risks and value-added recommendations to improve the effectiveness of the internal control environment.
- Develop and maintain ongoing working relationships and facilitate risk assessment meetings with client management.
- Reporting to the Executive Director.

❖ **June 2005 - March 2007** **Essa Mubarak Al-Kobaisi Group.**

Manama, Bahrain

Position: Account & Administration Manager.

My career was involved the following areas:

- Maintenance of cash book and bank book : maintenance of day to day accounting records , maintain the operation of cash inflow and outflow and execute cash book and bank by maintaining receipt and payment transaction under cash book module and related accounts payable and receivable job , preparation of bank reconciliation statement.
- Payroll and overtime sheet.
- Fixed assets: implement and maintain fixed assets and process monthly depreciation also perform the operation of addition and sales of assets.
- Banking loans: recording of companies various loan accounts.
- Accounts receivable: execute the operation of delivery bill invoice and receipt from customers aged details under accounts receivable module.
- Accounts payable: execute the operation of billing system invoice and payment of vendor's provision for vendors.
- Budget and cash flow statement: preparation of budget and preparation of cash flow statement.
- Financial statement: preparation balance sheet, income sheet.
- Financial statement analysis: Analysis and interpretation of financial statement and ratio analysis.
- Managing four staff, one accountant and three assistances.
- Reporting directly to the Managing Director.

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❖ August 2000 – June 2002

Al Salam Group – General Trading.

Palestine

Position: Accountant.

My career was involved the following areas:

- Reporting directly to the Chief Accountant and managing all accounting operations and other related reports for ascertaining accurate and comprehensive reports of the activities and organizing and presenting accounting data with extensive scrutiny to the finance department by using creative financial and accounting reports regularly needed management.
- Maintaining accurate and keeping up to data records of all financial transactions with suppliers, banks, service providers and key customers.
- Maintaining and updating all the Accounts Receivables and Payables.
- Coordinating with purchase and imports department for clearing transaction.
- Verifying and posting details of business transactions and maintaining complete general ledger accounts.
- Verifying and posting details of business transactions and maintaining complete general ledger accounts.

❖ July 2000 – July 2001

Al Mohandissin Co.

Palestine

Position: Part Time Accountant.

My career was involved the following areas:

- The job involved with costing entering purchase orders & vouchers of payments and receipts departmentally.
- Performed all Book keeping and accounting functions, including Accounts Receivable, Accounts Payable and scrutinizing the various general ledger information using different types of accounting and database software's
- Prepared Bank Reconciliation statement, accounts statement and local purchase orders.
- Prepared month and cash flow, income and expenditure account for each department for the division wise profitability.

Professional Training:

- International Financial Reporting Standards (IFRS), November 2008.
- International Standard on Auditing (IAS), November 2008.
- Financial Accounting For Non- Profit Organization, July 2001.

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- Strategic Planning, November 2001.
- Accounting & Financial Management Using Aseel software package, August 2000.
- Management of small business, May 1998.
- Several courses on Microsoft office Application.
- English Language Course-British Council, Gaza, Palestine.

Professional Affiliations:

- Member of Arab Certificate of Public Accountant (ACPA).

Professional Background:

- Strong audit and financial experience.
- Strong computer skills (Word and Excel).
- Very good command of Arabic and English languages.

Additional Talents & Skills:

- ✓ **Computer & Business Skills:** Through working on various assignments I have become computer literate up to advanced and professional level in management, computer applications and accounts software. I have a good communication and client management skills, sound business sense and understanding, the ability to conduct an excellent research and analytical skills, excellent track records in meeting deadlines.
- ✓ **Team Work:** Capable of organizing, planning, coordinating, and following up the results of the work assigned to team members.
- ✓ **Reporting:** Excellent reporting abilities, examples include periodic financial reporting, preparation of policies & procedures manuals, internal & external audit reports, and reporting on the Internal control environments of companies.
- ✓ **Time Management:** Capable of meeting deadlines set by me as well as management.
- ✓ **Administration:** Excellent Administrative skills gained throughout my work experience.
- ✓ Able to work long hours and under pressure.

References

Available upon requests.