

SUFFWAN S AL-MOFFURRIG

(CSDG)-Certified Specialist in Demand Guarantees

PERSONAL INFORMATION:

Date of Birth : December,30,1989

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BRIEF

Over 10 Years of Banking Experience and expert In Trade Finance Products and focused in its implementations in global market, A certified specialist in demand guarantees by the international chamber of commerce (ICC)

CURRENT EXPERIENCE:

ARAB NATIONAL BANK, RIYADH, KINGDOM OF SAUDI ARABIA

Period : 01 September 2019 to Date

Department : Central Operations-Trade Operations Center – Riyadh

Designation : Export Letter of Credit Unit Head

During the above-mentioned period I have undertaken the following responsibilities successfully:

- Export Letter of Credit: Managing the overall Unit and to ensure that transactions and services provided are inline of bank's policy, procedure, UCP600 and related ICC publications.
- Financial/Regulatory Reporting and reconciliation: Handle Department Financial / Regulatory reporting and periodic (Daily, Monthly, Quarterly and Yearly) reconciliation.
- Department Frequent Procedure Review / Update: Review and Update Department procedure and to ensure that work cycle and guidelines are up-to-date with current developed/ enhanced process cycle and updated guidelines.
- Audit Coordinator: Handling (External /Internal) Audit conducted review and to ensure that comments are resolved /closed accurately reflecting Audit review.
- Compliance Coordinator: Handling Compliance conducted review and to ensure that comments are resolved /closed accurately reflecting Compliance review.
- System Enhancement and testing: Handling Department's system enhancements and conduct Business cases and implement required testing - UAT to ensure success deployment effectively.
- Business Continuity Management: Assigned Department Team Leader for Business Continuity and frequent review of the plan set and designated disaster center to ensure all BCM facilities are ready to be used as per bank's disaster strategy.
- Customer Complain: Handle Customer raised complaints and resolving matter raised to ensure satisfactory service provided are efficient and reflecting bank's reputation.
- Technical Trade Advisory: Consult Local Banks, Internal ANB sections, business segments, Credit and Legal Departments within the bank in respect of Trade technical scope especially in International Guarantees / Consolidated Counter guarantees / Consortium Guarantees / Uniform Rules for Demand Guarantees (URDG 758), Guarantees in favor of the bank against Granted Facilities or collaterals.
- Assist Department Head: Assisting department's Head of managerial and functional duties and special department projects.

PRIOR EXPERIENCE:**ARAB NATIONAL BANK, RIYADH, KINGDOM OF SAUDI ARABIA**

Period : 22 October 2017 to 29 August 2019
Department : Central Operations-Trade Operations Center – Riyadh
Designation : Letter of Guarantee Unit Head

During the above-mentioned period I have undertaken the following responsibilities successfully:

- Letter of Guarantee: Managing the overall Unit and to ensure that transactions and services provided are inline of bank's policy, procedure, SAMA Rules , URDG758 and related ICC publications.
- Financial/Regulatory Reporting and reconciliation: Handle Department Financial / Regulatory reporting and periodic (Daily, Monthly, Quarterly and Yearly) reconciliation.
- Department Frequent Procedure Review / Update: Review and Update Department procedure and to ensure that work cycle and guidelines are up-to-date with current developed/ enhanced process cycle and updated guidelines.
- System Enhancement and testing: Handling Department's system enhancements and conduct Business cases and implement required testing - UAT to ensure success deployment effectively.
- Customer Complain: Handle Customer raised complaints and resolving matter raised to ensure satisfactory service provided are efficient and reflecting bank's reputation.
- Technical Trade Advisory: Consult department sections, business segments, Credit and Legal Departments in respect of Trade technical scope especially in International Guarantees / Consolidated Counter guarantees / Consortium Guarantees / Uniform Rules for Demand Guarantees (URDG 758), Guarantees in favor of the bank against Granted Facilities or collaterals.
- Assist Department Head: Assisting department Head of managerial and functional duties and special department projects.

PRIOR EXPERIENCE:**RIYAD BANK, RIYADH, KINGDOM OF SAUDI ARABIA**

Period : 01 March 2017 30 September 2017
Department : CORPORATE BANKING-TRADE FINANCE CENTER
Designation : Senior Manager (Operations Specialist) – Letter of credit and documentary collection section

During the above-mentioned period I have undertaken the following responsibilities successfully:

- Letter of Credit: Handling Process of letter of credit product via Trade system, examine local documents and assist in examining foreign documents checking and ensure processed transactions are in line with bank's policy and procedure and related ICC publications.
- Documentary Collection: Handling overall process of Documentary collection and ensure processed are in line with bank's policy and procedure and related ICC publications.
- System Enhancement and testing: Handling Department's system enhancements and conduct Business cases and implement required testing - UAT to ensure success deployment effectively.
- Customer Complain: Handle Customer raised complaints and resolving matter raised to ensure satisfactory service provided are efficient and reflecting bank's reputation.

PRIOR EXPERIENCE:**RIYAD BANK, RIYADH, KINGDOM OF SAUDI ARABIA**

Period : 16 March 2015 to 01 March 2017
Department : CORPORATE BANKING-TRADE FINANCE CENTER
Designation : Senior Manager (Operation Specialist) – Foreign Guarantee Unit

During the above-mentioned period I have undertaken the following responsibilities successfully:

- Foreign Guarantee Unit: Managing the overall Unit and to ensure that transactions and services provided are inline of bank's policy, procedure, SAMA Rules , URDG758 and related ICC publications.
- Financial/Regulatory Reporting and reconciliation: Handle Department Financial / Regulatory reporting and periodic (Daily, Monthly, Quarterly and Yearly) reconciliation.
- System Enhancement and testing: Handling Department's system enhancements and conduct Business cases and implement required testing - UAT to ensure success deployment effectively.
- Technical Trade Advisory: Consult department sections, business segments, Credit and Legal Departments in respect of Trade technical scope especially in International Guarantees / Consolidated Counter guarantees / Consortium Guarantees / Uniform Rules for Demand Guarantees (URDG 758), Guarantees in favor of the bank against Granted Facilities or collaterals.
- Training and presentations: Train and prepare training sessions to new joined staff in guarantee section, also present and prepare frequent sessions to other bank's sections such as credit and financial institutions in regard to international Trade and Demand letter of guarantee and ICC publications.

PRIOR EXPERIENCE:**RIYAD BANK, RIYADH, KINGDOM OF SAUDI ARABIA**

Period : 01 February 2014 to 16 March 2015
Department : CORPORATE BANKING-TRADE FINANCE CENTER
Designation : Operation Processor- Letter of guarantee Section – Foreign guarantee unit

During the above-mentioned period I have undertaken the following responsibilities successfully:

- Foreign Letter of Guarantee: Handling Process of Foreign Guarantee product via Trade system, and ensure processed transactions are in line with bank's policy, procedure, and related ICC publications.
- Special Text Review: Review and provide legal, credit and business segments comments against special guarantee texts received from international banks or local customers.

PRIOR EXPERIENCE:**RIYAD BANK, RIYADH, KINGDOM OF SAUDI ARABIA**

Period : 15 December 2013 to 01 February 2014
Department : CORPORATE BANKING-TRADE FINANCE CENTER
Designation : Operation Processor - Letter of guarantee Section – Local guarantee unit

During the above-mentioned period I have undertaken the following responsibilities successfully:

- Local Letter of Guarantee: Handling Process of Local Guarantee customer product via Trade system, and ensure processed transactions are in line with bank's policy, procedure, and related ICC publications.
- Front Office and customer service : Assisting Front office in handling customers and overall customer service.

PRIOR EXPERIENCE:

SAFF – (Saudi Arabian Football Federation) RIYADH, KINGDOM OF SAUDI ARABIA

Period : 1 September 2012 to 25 November 2013

Designation : *Secretor of Coaches Affairs Management*

During the above-mentioned period I have undertaken the following responsibilities successfully:

- **Training Programs:** Organize training programs for Football coaches in order to devolve their ability in coaching techniques and to learn new mechanism in the field as its belt and instructed by the AFC (Asian Football Federation) thru cretin levels which give the coach to train players according to his training courses records.
- **Coaches contracts:** Arrange between national clubs and local – non-local coaches based on the club requirements and decide as a management to approve or decline a coach contract based on the federation terms and conditions.
- **Organizing Elections:** Organizing elections for the SAFF committee which it's looking forward to enhance the football game in KSA by electing educated and well experienced people that is done by sorting the votes based on their filed such as coaches affairs department and submit them to the elections committee.
- **Financial Operations:** Arranging and Finalizing coaches' accommodation, transportations with the Financial department and following transaction process.
- **Secretarial and Admin:** Organizing scheduling meetings for Head of department, filing and arranging archives for easier access.

PRIOR EXPERIENCE:

SABB (Saudi British Bank – HSBC Group) RIYADH, THE KINGDOM OF SAUDI ARABIA

Period : 17 July 2010 to 30 Aug 2012

Department : *Marketing and Research*

Designation : *Marketing Administrative Assistant – Marketing Operations* .

During the above-mentioned period I have undertaken the following responsibilities successfully

- **Financial Operations:** Generating Purchase orders via E-procurement system against our Yearly allocated budget, Purchase order are reordered on a day-to-day basis so that end of each month a report will be under review & reconciling propose matching against a statement showing our E-payment submitted invoices after the services has been provided within a period of a month, therefore a month-to-month expenditures will be closed with the allocated yearly budget amount.
- **Secretarial & Admin:** Staff office supplies, Stationary, IT issues which liaising with IT Dep regarding PC software & Hard ware installations, Video E-conference meetings & arranging Business meetings, Presentations. Filing & arranging documentations , reports staff related issues, department files archives.
- **Events & Sponsorships:** Preparing & arranging for the gust invitations, Venue, Booking, Materials such stands, brochures required, gift items.
- **Marketing Materials Control:** Controlling promotional materials and handling branches requests, insuring that materials are controlled on a monthly manner to avoid any shortage.

PRIOR EXPERIENCE:

HERFY (Restraints & Foods) RIYADH, KINGDOM OF SAUDI ARABIA

Period : *December 2008 to May 2009*

Designation : *Dreeah Branch – Cashier*

During the above-mentioned period I have undertaken the following responsibilities successfully:

- Food Serving / Branch Setup / Cashiering

EDUCATION

- Diploma - Institute Of Public Administrations – Banking Operations.
- Eight Months English Course at the Institute Of Public Administrations.
- High-School Degree

COURSES, TRAINING AND AWARDS

- Certified specialist in Demand guarantees (CSDG).
- Certified Documentary Credit Specialist (CDCS) – On Progress
- Client excellence service and special care.
- Foreign Trade operations.
- Compliance
- Information Security
- KYC and Anti-Money Laundering
- Trade Finance
- Award – Highest number of resolved issues

LANGUAGE

- ARABIC – NATIVE
- ENGLISH – PROFESSIONAL

REFERENCES

Will be furnished upon request.