**Huda**

**Huda.303426@2freemail.com**

**EXPERIENCE**

**NCB Capital Saudi Arabia April 2015- Current *Compliance*** ***Monitoring Officer***

* Process ad hoc requests from the CMA.
* Retain Compliance records and keep Compliance Database up to date, and continuously improves this Database.
* Monitor standards of compliance within NCBC on the provision of information to the CCRM and assist their continuous improvement.
* Participate in promoting compliance culture and practice amongst the staff and ensure that they are aware of and take steps to comply with all relevant laws and regulations.
* Identify the Division’s compliance needs and requirements.
* Monitor compliance matters in the designated areas and assists in the effort to prevent fraud and money laundering.

**NCB Capital, Graduate program Saudi Arabia Aug2015- April 2015**

***Graduate program trainee***

* Completed Investment blocks course.
* Completed Emotional Intelligence and leadership course.
* Passed Capital Market Exam1.
* Rotated in the entire company starting from frontline to back office.
* Worked efficiently in a team of four.
* Gave presentations to all managers levels on various investment topics.

**Commercial Office, The Royal Embassy of Saudi Arabia Washington DC October- Dec2013**

***commercial attaché intern***

* Assisted the director with professional correspondence and facilitated communication between departments
* Gather and analyze trade and commercial data about Saudi and the U.S
* Prepare Reports on industrial sectors in Saudi and routine office tasks
* Engage with American business people to assess business opportunities in Saudi and the U.S

**Akadeenia LLC Virginia , USA April 2013–Aug2013**

**Intern**

* Researching potential business partners .
* Taking meeting minutes.
* Conduct business communication in Arabic and English
* Draft and create marketing ideas
* Writing newsletters

**Career and Internship Center, Marymount University Virginia , USA May- June 2011**

* Demonstrated communication skills while interacting with students.
* Juggled different tasks at the same time to meet certain deadlines.
* Adapted organizational abilities while working with professionals .

**EDUCATION**

**Pepperdine University Malibu, CA August 2015**

Masters of Science in Global Business

**Marymount University Virginia, USA 2010-2013**

Bachelor of Business Administration

* **Related Coursework**: Business communication ,Business Law Organizational Behavior,

International Marketing, Hospitality Management, Finance and Economics.

* Study Abroad: Paris, France, Panama Republic

**LEADERSHIP & COMMUNITY INVOLVEMENT**

Greeter for the “Passport DC Event” in the Saudi Arabian Embassy, Washington, DC. **2012**

Planner for graduation ceremony for the Saudi Arabian Cultural Mission. **2012**

Active member in the Saudi Student Association.  Member **2011-2013**

Active member in the International Student Services. Member **2011-2013**

**SKILLS**

Languages:  Arabic and English Speaking and Writing

Advanced proficiency in: Microsoft Word, Microsoft PowerPoint and Microsoft Excel.

High degree of self-motivation, strong interpersonal skills and proven ability to work with minimal supervision.

Public Speaking

Experienced team player.

Excellent verbal and written communication skills in English and Arabic.