**Mostafa**

[moustafa-392170@2freemail.com](mailto:moustafa-392170@2freemail.com)

## Objective:

To build the successful career in an organization that gives an opportunity for challenging role, for creating outstanding contribution in respect of professional benefit of an organization

## Scope

Covers the entire bank specially:

 Branches

 Centralized operations (Account opening, Remittance, clearing, central vault &Trade finance)  Retail Operations & Card Centre unit

 Network development & Administrations Unit  Finance

 Compliance

## Experience:

|  |  |  |
| --- | --- | --- |
| **Organization** | **Period** | **Position** |
| AL-MASHREQ Bank | August 2017 – Present | Internal Auditor |
| National Bank of Greece | May 2014 - July 2017 |

**Reporting line**

Direct to chief Audit executive

## Roles and duties:

* Identify and evaluate the organization risk areas and provide input to the development of the Annual Internal Audit Plan through preparing Annual risk assessment for the bank areas, developing risk scoring & rating.
* Implement the Audit plan including any special tasks or projects requested by chief Audit executive.
* Conduct risk based Audit of all department & branches of all aspects of internal Audit Assignments.
* Perform the engagement planning through reviewing (Sops &policy-previous Audit reports-Risk control self-Assessment-checklist-collect data from different sources).
* Prepare risk control matrix.
* Prepare Internal Audit review program.
* Attend meetings with Audited entity key persons to develop an understanding of business processes & operations.
* Choose sample size to be audited and obtain line approval on that
* Prepare Audit working papers to support engagement communications & all necessary procedures.
* Draft & prepare the final Audit report for the review of Chief Audit executive, obtain Auditee confirmation on Audit findings, management responses before issuing final Audit report.
* Ensure follow-up action is taken where remedial plans have been recommended to a particular department and that the required changes have been implemented.
* Participate in reviewing approved policies & procedures, purpose amendments, changes, and improvement in internal control.
* Department coordinator with regulatory & external Auditor.

## Special Assignment for 3 months at NBG ( Migration Temenos” T24”)

* Ensure all Branches Modules, user activity reports & exception reports are effectively functioning as intended to be in order to fulfill business requirements through identifying the gaps & reporting them on timely manner.

## Education:

* Bachelor of Commerce and Business Administration Helwan University, July 2013, English section, Major: Accounting with general cumulative Grade “**Good”**
* Secondary School certificate

o As-Salam College Language School, Egypt, Cairo, *July2009*

## Courses:

* Certified Internal Audit Part (2**) “passed “**
* The new techniques in internal control at the Egyptian Banking Institute
* Anti-money laundering at the Egyptian Banking Institute
* Certified Internal Audit course” part (1) at” American Chamber of Commerce”
* Advanced Microsoft Excel 2013 at the Egyptian Banking Institute
* Strategic leadership at the Canadian Training Center of Human Development

## Computer skills:

* Experience with T24
* Experience with Microsoft Office applications.
* Very good Internet skills and Advanced search.

## Language skills:

* Arabic: Mother Tongue.
* English: Excellent.

## Interpersonal skills:

* Ability to work under pressure.
* Ability to work in groups.
* Quick learner
* Time management Skills.
* Ability to handle multiple-tasks

## Activities:

* Summer Internship Program" at Commercial International Bank
* EDU Egypt program Business Process Outsourcing Skills Certification at Information Technology Institute

## (ITI)

* Delegate at the International Conference on Global Economy – ICGE-AUC
* Delegate at the Association of Investment , Business And Economics-AIBE-ASU

## Interests

* Listening music
* Sports "soccer"
* Chess

## Personal information:

* Date/Place of birth: 25-5-1991, Egypt, Alexandria
* Gender: male
* Nationality: Egyptian
* Marital Status : Single