

# Curriculum Vitae

## Mohamad Charif

**Master in Business Administration**  
**Senior Audit Manager - QNB Syria**  
**Judicial expert accredited by the Ministry of Justice**  
**Mobile: +963 (954) 000 248**  
**Email: mohamad.charif@yahoo.fr**



## Career Objective:

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Seeking a challenging position where my skills can be deployed in a truly fascinating and interdisciplinary working environment.

## Education

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**Higher Institute of Business Administration**

**Master in Business Administration**

Executive Management - Finance Orientation 2019

*"The contribution of internal audit in reducing banking risks"*  
*"Field study in the Syrian private banks"*

**University of Damascus**

**Faculty of Economics**

Finance Department 2009

## Languages:

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English, French & Arabic (mother tongue).

## Professional Experience:

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| <b>Senior Audit Manager</b> | <b>Qatar National Bank - Syria</b> | <b>15, Apr 2017 - Present</b> |
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### Key Roles:

- Managing the operational and the control Audit universe entailing identification of the auditable entities for inclusion in the annual domestic audit plan to be submitted by the Audit Committee for review..
- Ensuring timely completion of the approved annual audit plan in line with applicable best practices, including but not limited to the Standards for the Professional Practice of Internal Auditing (SPPIA)..
- Ensure rendering of internal audit advisory services when required.
- Reviewing and commenting upon new/ amended Subsidiary policies and procedures.
- Secondary responsibilities assigned in terms of specific audit activities/ functions/ departments and special projects as assigned by the Board and CEO.

### Other Responsibilities:

Observing member at all the executive committees (Fraud, ALCO, Information technology & Security steering Committee, IFRS 9, Human Resources committee, Centralized Procurement).

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| <b>Internal Audit Senior Supervisor</b> | <b>Syria International Islamic Bank</b> | <b>01,Mar 2016 - 15,Apr 2017</b> |
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**Key Roles:**

- Auditor in charge for to carry out specific auditing tasks.
- Assist the CAE in establishing and reviewing the Internal Audit Charter.
- Contribute to the Internal Audit Plan.
- Prepare and review the required evaluations needed to assess the independency of the External Auditor and Sharia' Board Members.
- Assist the CAE in establishing policies and procedures to enhance the objectivity of individual internal auditors.
- Review the working papers needed for audit missions.
- Review the auditors' time table.
- Assist the CAE in developing and maintaining a quality assurance and improvement program (QAIP).

**Other Responsibilities:**

- Member of the Permission Committee.
- Member of the Social Activities Committee - *Chairman of the Social Activities Committee ref.*
- **"Quality Ambassador"** for the Internal Audit Management.

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| <b>Internal Auditor</b> | <b>Syria International Islamic Bank</b> | <b>19,Oct 2014 – 01,Mar 2016</b> |
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**Key Roles:**

Carry auditing tasks as requested by the supervisor.

**Other Responsibilities:**

- Member of the Permission Committee.
- Member of the Social Activities Committee.
- **"Quality Ambassador"** for the Internal Audit Management.

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| <b>Branches Affairs Senior Officer</b> | <b>Syria International Islamic Bank</b> | <b>27,Jan 2013 - 31, Aug 2014</b> |
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**Key Roles:**

- Test the new features of (CSM) before being utilized by branches' staff.
- Follow-up and update policies and procedures manual to be compatible with the market changes
- Develop reports to support decision making.
- Update forms used in branches to ensure compatibility with laws and circulars issued by the central bank of Syria.
- Training focal point on CSM, responsible for creating and updating the training manual.
- Prepare recommendations with respect to promotions of old staff, or passing the trial period/confirming employment of new staff
- Act as focus member of the "Contingency plan" in case of (Network Interruption, Lack of access to the workplace) during the special circumstances in Syria.

**Other Responsibilities:**

- Prepare and deliver monthly & daily reports about Branches-Performance to the Top Management.
- A member of the testing committee responsible for IMAL 13 upgrade *Head of PMO ref.*
- Responsible for training the new branches recruits on banking operation "IMAL". - *HR manager ref.*
- **"Quality Ambassador"** for the Branches Management.

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| <b>Customer Service Officer<br/>"Dama Rose Branch"</b> | <b>Syria International Islamic Bank</b> | <b>10,Oct 2010 - 27,Jan 2013</b> |
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**Key Roles:**

- Respond to customers' inquiries in a professional manner
- Perform marketing for banks' products and services.
- Prepare of studies and recommendations regarding financing requests from customers.
- Execute all banking transactions (Cash, Non-Cash requests, accounts services).

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| <b>Financial Manager Assistant</b> | <b>Retired Veterinary Association</b> | <b>01,Feb 2009 - 30,Sep 2010</b> |
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**Key Roles:**

- Prepare all financial statements related to the annual report for the years 2008-2009.
- Prepare the Financial reports which delivered to the General Conference.
- Prepare the loans project of the Vets and retailing equipment.
- Prepare recommendations with respect to invest the Association's Funds.
- Check the accounting entries and approve them using "Al-Khazer" accounting program.
- Prepare the periodical reports and submit to the chairman and board of directors.

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| <b>Accountant</b> | <b>Syrian Veterinary Syndicate</b> | <b>01,Oct 2008 - 31,Jan 2009</b> |
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**Key Roles:**

- Prepare all financial statements related to the annual report for the year of 2008.
- Prepare the Financial reports which delivered to the General Conference.
- Entering the financial data using "Al-Khazer" accounting program.

**References**

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| <ul style="list-style-type: none"> <li>• <b>Mr. Ihsan Keilani, PhD</b><br/>Syrian Financial Analysts Society Chairman<br/>Cell: +963 933665581<br/><a href="mailto:ekilani1@gmail.com">ekilani1@gmail.com</a></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Mr. Mudar Hamza Al-Erbini</b><br/>Chief Risk Officer, QNB Syria<br/>Cell: +963 944284595<br/><a href="mailto:mudar.hamza@qnb.com">mudar.hamza@qnb.com</a></li> </ul> |
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**Membership & Volunteering:**

- Freelancer - Trainer for Soft-Skills in coordination with JCI-Syria.
- Chairman of the Syrian Internal Audit Association (Under Construction).
- Judicial expert accredited by the Ministry of Justice (since 11/06/2020).
- Member of the Syrian Financial Analysts Society (since 26/02/2018).
- Member of the SAFAP General Conference (05/11/2016 - Present).
- Volunteer at Women Development Project - "Counseling Center" (01/04/2011 - 30/09/2013).

**Training, Exhibitions and Conferences:**

- **CIA, CISA, DipIFR** training course and many other courses with respect to leadership, soft skills, anti-fraud banking and investment.
- *Moving toward a qualitative transition in the culture of governance, to apply ISO standards in information technology* - **TAGCO-IFAS**, Jul 2018.