

Lubna Abdullah Mahmoud

Damascus Syria

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- Personal Information**
- **Nationality: Syrian**
 - Date of Birth: 24/8/1984
 - Place of Birth: Damascus
 - **Place of residence: Damascus**
 - Marital status: single
- Education**
- **Master in Business Administration (MBA), Syrian Virtual University, Damascus – Syria (2010- 2012)**
 - **BS in Accounting, Damascus University - Syria (2017-2022)**
 - **B.A. in English Literature, Damascus University -Syria (2002–2006)**
- Languages**
- Arabic:** Mother Language
English: Fluent
- Work Experience**
- Feb. 2007 up to present **Syrian Insurance Supervisory Commission**
- Director of Studies and risk management directory (2015- present)
 - Head Of IT department (2015-present)
 - Member of Employees Affairs Committee (2011-present)
 - Secretary of the SISC board of directors (2007 to present)
 - Head of Studies and risk management Department (2010 to 2015)
 - Supervisor at Companies Department (2008 – 2010)
 - Public Relation Department (2007-2008)
- Aug. 2006 – Feb. 2007 **Business & Development for Conference**
- conference organizer
- Feb. 2006 – Aug. 2006 **Ministry Of Agriculture and Agrarian Reform**
- Administrative Assistant
- Professional Experience**
- Preparing quarterly and annual statistical reports and other reports as needed.
 - Participant in issuing and drafting resolutions and regulations
 - Monitor and review the effectiveness of Risk management systems in the insurance companies.
 - Administrating and managing computer networks and providing services related to software, hardware, and technical support to employees and train non-technical workers.
 - Arrange meetings and prepare BOD meetings agendas and minutes.

Qualifications

- Good computer driving skills, and Good knowledge of Windows and Networking and MS-Office applications
- Good experience using the internet.
- Complete dedication for the job, with a sincere desire to learn and develop new skills.
- Communication and Organizational skills
- Excellent time management skills
- Ability to work in a team

Presentations

- Lecturer in Insurance Awareness Course (INSURANCE Principles – Risk Management) - / SISC 2019- 2020-2021
- Lecturer in the **Practical Audit of Insurance Companies course** / The Association Of Syrian Certified Accountant - **2015**
- Lecturer in the **Risk management course** / Central Bank of Syria & insurance supervisory commission - **2018**

Professional certificates

- Professional Insurance Certificate (**PIC**), CII (2011)
- Life and Health Insurance Diploma, **LOMA** (2012)

Training and Courses**Banker ++**

- Let's talk Banking Oct. 2022

JCI

- Financial Analysis June 2022

ISO EXPERTS

- Documentation & Awareness Course ISO 9001 Sep 2020

The Association Of Syrian Certified Accountant

- International Financial Reporting Standards & auditing Standards course 2014
- Practical Audit of Insurance Companies course 2015

International Professional Managerial Association

- Management skills July 2012

Milli Re Reinsurance company – Turkey

- Milli Re Reinsurance Seminar May 2010

Shuaa Al-SHAM Co. (Training & Development Consulting) -Syria

- Marine Insurance June 2010
- Reinsurance Training Course May 2009
- Financial Analysis for Insurance Company May 2009

Financial Stability Institute & Central Bank Of Bahrain – Bahrain

- Regional seminar for insurance supervisors March 2009

Syrian Insurance Supervisory Commission

- Intensive Reinsurance Training Course April 2009
- Introduction of Reinsurance Training Course March 2009

performed many computer courses at the Syrian Computer Society