

Connecting Information

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To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can achieve personal as well as organizational goals.

Personal Data

- ✓ Name: Mohammad Hashem Nizam.
- ✓ Nationality: Syrian.
- ✓ Date of birth: 02/04/1982.
- ✓ Marital Status: married.
- ✓ Military service: exempt

Education

- ✓ 2019 – till now Doctorate of business Administration (DBA) at IPE Management School
- ✓ 2016 -2018 Master Of business Administration (MBA) At Syrian Virtual University
- ✓ 2004 -2007 Bachelor of Economies Specialized in Banking & insurance graduated Damascus University with good average.

Skills

- ✓ English: Very Good in speaking, Good writing and reading. A Success Certificate in Passing Foreign language Test issued by Higher Language Institute Damascus University.

- ✓ Computers Skills : All Office programs -Very Good
- ✓ Integrated Banking Investment System – IMAL –advanced

Work Experience

☒ **Compliance department SIIB(Syrian International Islamic Bank)**

- **compliance Verification Unit Manager**

2017-now

- ✓ Supervision of the anti–money–laundering section and Observation operations section
- ✓ Supervising responses to the requirements of the Anti–Money Laundering and Terrorist Financing Authority
- ✓ Supervising the amendment and development of the Anti–Money Laundering and Terrorist Financing Program in accordance with the decisions issued by the Anti–Money Laundering and Terrorist Financing Commission
- ✓ Monitoring of the application of the anti–money–laundering program at the bank level
- ✓ Supervising the periodic reports of the anti–money–laundering Section
- ✓ Supervision of all Oversight Tasks to Observation operations section
Which concern the operations of branches.

- **Head of Observation Operations SECTION**

2015-2017

- ✓ Monitor all Branch transactions directly or through the banking system reports.
- ✓ Preparing daily reports about the operations & transactions of all branches
- ✓ Reporting on the suspicious transactions.

☒ Supervisor Branch operations at SIIB

2009-2015

- ✓ Approves of all Branch transactions within established guidelines.
- ✓ Monitor and review banking center security procedures and control access to vault and personal banker cash drawers And Balance and replenish ATMs.
- ✓ Research and resolve the Increased or Decreased cash receipts.
- ✓ Works with Branch Manager to accurately report and identify variances.
- ✓ Responsible for the management, staffing, coaching and motivating of branch staff, And training new Tellers on policies and procedures
- ✓ Resolves customer inquiries/complaints and establish A strengthen customer relationships and provide their businesses with competitive advantage.

☒ junior motor officer At AL-Aqeelah takaful insurance

2008-2009

- ✓ Arranges settlement of claims made by clients through their policies after assessing the validity of claims by interviewing clients or their representatives and obtaining evidence.
- ✓ Responsible for the acceptance or rejection of insurance proposals to cover motor
- ✓ Works with Ahead department to Assess losses for individuals and companies.

Training Courses

- ✓ Money laundering and terrorist financing program At Central Bank of Syria
- ✓ Quality principles (ISO 9001:2008) At Arab Quality Makers.
- ✓ Professional customer service skills At SIIB.
- ✓ Islamic banking courses At SIIB.
- ✓ Principles of finance and budget analysis.

Abilities

- ✓ Work confidently within a group.
- ✓ Able to act on initiative, identify opportunities & proactive in putting forward ideas & solutions.
- ✓ Maintains effective performance under pressure.
- ✓ Continues to learn throughout life. Develops the competencies needed for current & future roles.

References are available upon request