

MANAF MOHAMMAD AL-NAJMA

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SUMMARY OF QUALIFICATIONS

My professional history presents a unique career profile of working within Business environment in the Investment Banking Sector of the KSA. Throughout my career history (of around 23 years of working experience) I have had successfully performed and demonstrated achieving consistent heights of organisations set goals while performing in a specialized roles including but not limited to the Back-office Operations, Customers & Investment Transactions data capturing and performing pre and post data entry quality checks and Accounts Reconciliation/Administration.

By working so long in such unique roles I happened to be an icon of delivering high quality reconciliation results.

Knowledge base

- Complete knowledge of the whole end-to-end Transactions Processing & Reconciliation cycles.
- Sufficient knowledge of working with large scale business system conversions.
- Comprehensive knowledge and experience of working with business mission critical applications with supervisory and admin functions access levels.
- Sound knowledge and experience of fund launching, liquidation, and merger procedures.
- Comprehensive knowledge and experience of accounts reconciliation and administration functions.
- Complete knowledge of the Electronic Funds Transfers processing cycle.
- Comprehensive knowledge and experience of handling system and application up-grades, aligning the system/application relative data center's services/operations with the business processes/functions.
- In depth knowledge and experience of the business functionality and technical design/structure of a state of the art Accounts Reconciliation System (IntelliMatch Ver 8.0) of Sungard eProcess Intelligence Inc. (A UK based software company). The system is used by various banks/brokers worldwide.
- Have acquired high level of quality experience of being involved in numerous and variety of systems' conversions, upgrade and enhancements by carrying out small-large scale projects/initiatives; time and again throughout my carrier.

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Current projects

- Feb 2013 to present: Supervisor reconciliation of all NCB Capital accounts and department, Finance, Fund Admin, MF Operations & Middle Office.
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- 2010 to Jan 2013: Supervising and monitoring BEAM transactions, SWIFT transfers, Oracle entries and validation of OGL & AP entries.
- Assisting the Operations Manager in carrying out the supervisory check in the whole day's worth of transactions processing cycle. It includes, downloading and uploading the daily transactions files from the channels, making sure they are in the pending area of the transactions pool; re-viewing blocks and releases, re-viewing manual transactions and ensure proper cycle set-ups.

Successful projects

- Performed significant contributory role in the conversion of Investment Services core business system from GEISCO to Corfax (ver 6.0).
- Performed significant leading role in the Arabization project where the entire customer base was translated for Arabic names, account numbers and addresses to help succeed the Arabic Statements project.
- Managed the Collection Accounts Balances clearance initiative where the very old reconciling amounts were reconciled and the balances were brought to zero.
- Played very significant and an integral role in the major upgrade of Corfax from ver 6.0 to ver 33 to comply with the Y2K issue.
- Played administration role in the implementation of CSPL the initial reconciliation system of Investment Services.
- Played administration role in the implementation of IMatch a Y2K compliant reconciliation system.
- Played administration role in the upgrading of IMatch system from ver 5.0 to ver 8.0
- Provided major assistance in the reconciliation of Thrift Plan account for Al-Samad Company.

PROFESSIONAL HISTORY

NATIONAL COMMERCIAL BANK

1992 - Present

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JEDDAH, SAUDI ARABIA

Assistant of Operations Manager (February 2007 – Present)

- Assisting the Operations Manager in carrying out the supervisory check in the whole day's worth of transactions processing cycle. It includes, downloading and uploading the daily transactions files from the channels, making sure they are in the pending area of the transactions pool; re-viewing blocks and releases, re-viewing manual transactions and ensure proper cycle set-ups.

Reconciliations Supervisor

Senior Reconciliation Supervisor (January 2003 – January 2007)

- Responsible for carrying out the System Administration function of the IntelliMatch (Accounts and Cash Reconciliation System).
- Responsible for ensuring that all the Bank Book related transactions entries have been accurately fed into the system for each Investment Fund; with their correct Dr/Cr treatments.
- Responsible for ensuring that all the Bank Books daily Opening and Closing Balances are accurate for each Investment Fund.
- Responsible for ensuring that all the Bank Statements related transactions entries have been accurately fed into the system for each Fund's GL Collection Account; with their correct Dr/Cr treatments.
- Responsible for ensuring that all the Bank Statements daily Opening and Closing Balances are accurate for each GL Collection Account.
- Responsible for ensuring that all the Systems' operational related tasks have been performed accurately and on time as per agreed procedures from the Data Center staff. It includes FTPing right Bank Book & Bank Statements files, performing auto imports of these files, running the auto reconciliation job and ensuring systems back-up are taken properly to work with in case of a disaster.
- Responsible for checking the daily un-matched outstanding items, executing their investigating and resolution process and eventually matching that item with proper treatment in the system.
- Responsible for printing the daily reconciliation reports and making it ready for the future use by the internal/external auditors; after getting the authorized signatures on these reports.

Reconciliation Team Leader (January 2001 – December 2003)

- Responsible for distributing the Bank Book entries among the team members.
- Responsible for distributing the Banks Statements entries among the team members.
- Providing enough system training to each tem members to perform his daily assigned tasks without any difficulty.
- Reviewing the work done by each team member; and educate them on their areas of weaknesses to optimize their performance and work output.
- Following-up with each team member on the status of their assigned branches for the resolution of objection letters sent to branches.

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- Reviewing the batch verifications for each investment transactions and each block/release that has been inputted in the system by the Data Entry units.
- Reviewing the daily Operations Closing check list to ensure that all the daily operations jobs have been performed per the business rules.
- Submitting the daily reconciliation reports to Reconciliation Supervisors for his review and signatures.

Reconciliation Officer (January 1997 – December 2000)

- Performing the daily auto data entry of the Bank Book by carrying out the Import process of bank book files.
- Performing the daily manual data entry of Bank Book.
- Performing the daily auto data entry of the Bank Statements by carrying out the Import process of bank book files.
- Performing the daily manual data entry of Bank Statements.
- Printing daily outstanding Bank Book and Bank Statements entries and performing daily manual reconciliation and issuing Objection letters to branches for entries that require input from branches.

Internal End-Of-Day S/L Reconciler (January 1993 – December 1996)

- Performing daily reconciliation of Settlement Letters sent by all the branches supporting customers' subscriptions against the Banks Statements entries. Any discrepancy was resolved by following-up with the branches.

Data Enterer (June 1990 – December 1992)

- Entering the daily Subscription, Redemptions and Switches transactions received from the branches into the system.

TECHNICAL EXPERIENCE

Operating Systems

- Windows NT, Windows 98 and Windows 2000

Applications

- Corfax (Mutual Fund Record Keeping and Administration System)
- GEISCO (Mutual Fund Record Keeping and Administration System)
- InteliMatch (Accounts Reconciliation System)
- CSPL (Accounts Reconciliation System)
- Microsoft Office 1998, 2000, and 2003 (Microsoft Word, EXCEL).
- Oracle System (OGL, AP, & HRMS)
- Citrix Swift Alliance (Transfer funds to local banks & International Banks)
- BEAM (Debit & Credit accounts)

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PERSONAL ATTRIBUTES

- Have demonstrated consistently the high standards of exercising personal competencies of Team Working, better communication skills, leadership and, developing others, technical knowledge and skills, maintaining integrity and confidentiality and ownership and accountability.
- Self-motivated with the ability to work effectively under pressure, to prioritize and meet operational deadlines in a demanding fast-paced environment.
- Adaptive and flexible with the ability to adapt to new environments.
- Proactive personality with a sense of urgency and responsibility.
- Ability to plan and work independently without supervision.
- Very hard working analyst, both from the technical and business sides. Have consistently demonstrated and ability to quickly grasp and solve problems and issues that arise from nearly every facet of business. My involvement in key strategic projects is essential for their success.

EDUCATIONAL HISTORY

CHARTERED INSTITUTE SECURITAS FOR INVESTMENTS (CISI) 2012
INTRODUCTION TO SECURITIES & INVESTMENT. (INTERNATIONAL)

CITRIX TRAINING: SWIFT ALLIANCE (LOCAL & INTERNATIONAL FUNDS TRANSFERS) 2010

MICRO BANK CO, UK 1990
System Supervisor Course for IMATCH Ver. 5.4 (Accounts Reconciliation System)

KING ABDULAZIZ UNIVERSITY - JEDDAH JUNE 1989
Diploma in Environmental Science

IBNA KHALDOON SECONDARY SCHOOL - JEDDAH JUNE 1985
Secondary School Certificate

AWARDS AND ACHIEVEMENTS

PERFORMANCE APPRECIATION AWARD

Time and again on various occasions been awarded and appreciated for delivering successful results of all the above initiative/projects.

REFERENCES

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