

Objective

Resourceful professional with extensive experience in document management and control, managing logistical aspects of operations and implementing & managing compliance systems. Eager to join a forward-thinking organization that values proactive participation in its growth and development. I bring a dynamic and enthusiastic approach, aiming to contribute significantly to operational excellence while seeking opportunities for professional advancement.

Summary of Expertise

Highly results-oriented professional boasting over 30 years of comprehensive experience across administrative and auditing roles within leading financial institutions. Proficient in managing extensive audit processes, compliance management, and document control with a robust understanding of administrative operations and logistics support. Adept at fostering an inspiring team environment characterized by open communication and strong leadership. Excels in orchestrating seamless collaboration across departments to enforce compliance standards and enhance operational efficiency. Skilled in developing and leading teams that contribute to the organization's adherence to regulatory requirements and the establishment of a strong compliance culture. Committed to driving positive change and building enduring relationships to propel organizational success.

Highlights of Expertise

- Enhanced Regulatory Compliance and Compliance Management
- Rigorous Documents Control
- Advanced Team Leadership & Training
- Strategic Operations Management
- Expert Relationship Management
- Comprehensive Internal Auditing
- Logistic Support Optimization
- Contract and Agreement Oversight

Computer Skills

- **MS Office:** Proficient in utilizing Word, Excel, PowerPoint, and Outlook for a wide range of tasks, including data analysis, document preparation, and presentations, ensuring efficient office operations.
- **Aconex:** Experienced in using Aconex for project management, adept at managing workflows, documents, and communications within this construction management software.

Employment Record

Oct. 2021 – June 2025	Senior Documents Controller Chamber of Commerce
Nov. 2006 – Jan. 2021	Admin. Support Services Officer Bank ALBILAD, Head Office, Riyadh, KSA
May. 2005 – Oct. 2006	Finance Controller Nawah Al-Riyadh Telecommunication Est., Riyadh, KSA
May 2003 – April 2005	Sales Supervisor - Credit Cards Sales Team Manager Saudi American Bank (SAMBA), Head Office - through subcontractor "New Horizon Agency", Riyadh, KSA
March 2001 – March 2002	Audit Manager Riyadh Bank, Head Office, Riyadh, KSA
Jan. 1990 – Dec.2000	Senior Auditor National Commercial Bank, Regional Office, Riyadh, KSA
Feb.1989 – Nov. 1989	Chartered Accountant Dr. Mohammed Shaath Office, Riyadh, KSA

LinkedIn

Personal Info

Citizenship:
Jordanian

Date of Birth :
23 | 10 | 1963

Marital Status:
Married, 3 children

Contact info

Mobile :
+966 50 523 8675

E-mail :
aymanulba@hotmail.com

Languages

Arabic (Native)
English (Fluent)

Education:

BSc in Administrative Sciences – Accounting Department, King Saud University 1989, Riyadh, KSA

Career Experience

- ✓ **Senior Documents Controller - Construction of Radisson Blue Hotel - Ricec Project - Chamber of Commerce – Riyadh, KSA**

Responsibilities included:

- Coordinated with the Compliance Management Department to integrate the corporate's Compliance Management System (CMS) principles into document control practices, ensuring adherence to legal and ethical standards.
- Facilitated the implementation of compliance audits by providing necessary documentation, supporting the identification of non-compliance issues, and aiding in the development of corrective actions.
- Managed comprehensive oversight of contractual terms for contractors, ensuring strict adherence and applying penalties as stipulated in agreements, thereby safeguarding project compliance.
- Oversaw the organization, filing, and maintenance of all project documents, ensuring systematic documentation in compliance with internal and regulatory standards.
- Managed both physical and digital records for easy accessibility and systematic retrieval, aligning with compliance requirements and project needs.
- Supported the Chamber of Commerce by systematizing documentation needed for arbitration with contractors, enhancing compliance transparency and dispute resolution.
- Developed and maintained a systematic approach to create, distribute, and store project-related documents, ensuring stakeholders received accurate updates and archives were well-organized.
- Instituted template standards for project documentation, streamlining processes and improving consistency across project communications.
- Ensured secure and confidential management of sensitive project documents, maintaining privacy and integrity of contractual agreements.
- Conducted regular reviews of project contracts and technical documents to ensure accuracy, completeness, and compliance with statutory requirements.
- Updated and maintained technical documentation, ensuring all project deliverables met the required standards and compliance guidelines.
- Maintained strict confidentiality of sensitive information, adhering to privacy standards and compliance regulations to protect project integrity.
- Collaborated closely with project teams and compliance officers to ensure seamless documentation flow and adherence to compliance measures across all project phases.
- Implemented compliance checks and audits on documentation practices to ensure ongoing adherence to legal and regulatory standards.

- ✓ **Admin Support Services Officer - Bank ALBILAD**

Responsibilities included:

- Implemented compliance checks and audits on administrative processes to ensure alignment with the bank's internal control systems and regulatory requirements.
- Assisted in the development and implementation of compliance training for the Admin Support team to enhance understanding of regulatory obligations and internal policies.
- Managed and optimized archive systems, ensuring systematic tracking of work, employee requests, and document handling in accordance with compliance and regulatory standards.
- Handled utility bills and payments (electricity, telecom, water), coordinating closely with the Finance Department to resolve any issues, ensuring all transactions complied with financial policies and auditing requirements.

- Prepared detailed monthly expense reports for services provided to branches, including maintenance, printed forms, hosting services, drinking water, utilities, and vaults, ensuring transparency and compliance in financial reporting.
- Coordinated effectively with government agencies and service providers, ensuring all engagements and transactions adhered to compliance regulations and bank policies.
- Managed relationships with contractors for branch furnishing, overseeing contract terms to ensure service quality and compliance with legal and bank standards.
- Reviewed and audited service contracts and their appendices to ensure they met the bank's service requirements and compliance with regulatory standards, including overseeing the application of penalties and fines for non-compliance.
- Monitored and followed up on contractor performance, ensuring timely and compliant processing of claims and payments, and liaised with the Financial Department to ensure accurate crediting of contractor accounts.

✓ **Finance Controller - Nawarah Al-Riyadh Telecommunication Est.**

Responsibilities included:

- Monitored and managed banking transactions and financial facilities to ensure optimal cash flow and financial health.
- Led financial planning efforts, developing comprehensive strategies to maintain and enhance cash flow efficiency.
- Assessed new projects, analyzing potential profitability and financial viability to inform strategic decision-making.

✓ **Sales Supervisor - Credit Cards Sales Team Manager - Saudi American Bank (SAMBA) - through subcontractor "New Horizon Agency"**

Responsibilities included:

- Supervised the credit card sales and marketing initiatives, managed field delegates, and addressed customer issues to ensure high satisfaction and team performance.
- Actively participated in strategic planning and target-setting processes to drive sales growth and meet or exceed established goals.
- Facilitated effective coordination between SAMBA and New Horizon Agency, ensuring alignment on sales strategies and operational execution.

✓ **Audit Manager - Riyadh Bank**

Responsibilities included:

- Led a team of internal auditors, supervising all auditing tasks to ensure thorough and effective evaluation of the bank's financial and operational processes.
- Assigned and managed auditors' tasks, ensuring optimal allocation of resources to areas with heightened risk or strategic importance, aligning audit activities with compliance standards.
- Conducted comprehensive reviews of branch operations, assessing risk management strategies, and compliance with regulatory requirements to safeguard against financial and reputational risks.
- Prepared detailed progress reports for management, providing insights into audit findings, risk exposure, and recommendations for enhancing internal controls and compliance procedures.
- Developed and implemented audit methodologies that align with the latest compliance regulations and industry best practices, ensuring all audit activities were up to date with current laws and standards.
- Coordinated with compliance officers to integrate compliance audits into regular audit schedules, ensuring consistent adherence to legal and regulatory frameworks.

- Led training sessions for audit and compliance staff, enhancing their understanding of regulatory changes, new compliance practices, and the impact on audit strategies.

✓ **Senior Auditor - National Commercial Bank**

Responsibilities included:

- Conducted thorough reviews of all branch operations including vault and cash management, customer services, cashier activities, cheque books, transfers, customer account files, time deposits, general ledger entries, investment files and transactions, and security systems. Ensured compliance with both internal policies and external regulatory requirements.
- Performed detailed audits of operations at central departments and units such as Investments, Borrowing, Private Banking, Letters of Credit & Guarantees, Shares, Human Resources, and Accounting, emphasizing adherence to legal standards and risk mitigation.
- Participated in internal investigations related to fraud cases, collaborating with legal authorities to ensure compliance with legal procedures and the integrity of the bank's operations.
- Reviewed, critiqued, and provided recommendations for policies and procedures prior to their approval, ensuring they met regulatory compliance and aligned with best industry practices.
- Prepared comprehensive audit reports for management, highlighting findings, providing risk assessments, and recommending enhancements to strengthen the bank's compliance and governance framework.
- Developed and updated audit techniques and tools to improve the efficiency and effectiveness of the audit process, incorporating new compliance regulations and technologies.
- Facilitated compliance training workshops for audit staff and relevant bank personnel to foster a deep understanding of compliance issues, audit procedures, and regulatory changes.

✓ **Chartered Accountant - Dr. Mohammed Shaath Office**

Responsibilities included:

- Conducted detailed reviews of clients' financial accounts to ensure accuracy and compliance with applicable accounting standards.
- Developed and prepared financial budgets, providing strategic financial guidance to optimize clients' financial performance.

Training Courses:

<u>Course</u>	<u>Institute</u>
Project Management Professional "PMP"	Bank Albilad Training Center, Riyadh
Six Sigma Course	Bank Albilad Training Center, Riyadh
Work Ethics & positive Attitude	Bank Albilad Training Center, Riyadh
Supervision & Team Building Skills	Bank Albilad Training Center, Riyadh
Anti-money laundering, Terrorist Financing & principle of Know Your Customer	Bank Albilad Training Center, Riyadh
Negotiations for success	Samba Training Center, Riyadh
Al-Khair Consumer Assets	Samba Training Center, Riyadh
Accounting Applications Course	Orient Academy for Acctg. & Management, Amman
Financial Accounting (part 1)	N.C.B Training Center, Riyadh
Modern Bank Auditing (Level 1, 2)	Aldar Audit Bureau, Riyadh
Internal Audit Concepts & Techniques	Whinney Murray & Company, Riyadh
Fundamentals of Islamic Banking Operations	The Arab Academy for Financial Sciences, Riyadh
Supervisory Skills	N.C.B Training Center, Riyadh
Performance Improvement	N.C.B Training Center, Riyadh
Self-Management	N.C.B Training Center, Riyadh
Journey to Excellence	Riyadh Bank Training Center, Riyadh
Microsoft Office	Sakher Training Center, Riyadh
English Language	The British Council, Riyadh
Swift Basics	Sama the Institute of Banking, Riyadh
Swift Payments & Statements	Sama the Institute of Banking, Riyadh