

Maysam Al Zein

Deputy Head of Internal Audit Unit

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Summary

A dedicated and creative Deputy Head of Internal Audit Unit with 15+ years of experience in the auditing and banking industries. Responsible for the effective and successful management of conducting in-depth analysis of the internal audit missions, audit procedures and methodologies, and profitability trends. Effective leader who performs well in a collaborative environment with clients and coworkers. Adept at developing comprehensive budget and strategies and complete statutory audit of the financial reports of various companies. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Experience

Deputy Head of Internal Audit Unit – 09/2015 to Present

North Africa Commercial Bank, Lebanon

- Currently serving as Deputy Head of Internal Audit Unit since September 2015.
- Conduct internal audit missions to assess adequacy and effectiveness of internal controls.
- Strategically set and implement audit plans for comprehensive organizational reviews.
- Identify and recommend opportunities for enhancing audit procedures and methodologies.
- Exercise control and follow-up over internal audit transactions.
- Respond to annual banks' balance confirmation requests with precision and reliability.
- Issue detailed audit reports to the audit committee, outlining findings and recommendations.
- Collaborate seamlessly with external auditors, promptly fulfilling their requests for a smooth audit process.
- Demonstrate unwavering commitment to upholding the highest standards of internal auditing.
- Contribute significantly to continuous improvement of audit practices and reinforcement of financial process integrity.

Treasury and Investment Officer – Front Office – 05/2008 to 09/2015

North Africa Commercial Bank, Lebanon

- Managed liquidity, ensuring optimal cash flow for operational requirements and strategic initiatives.
- Conducted both short-term and long-term investments, aligning strategies with organizational financial goals.
- Executed and squared Forex positions, demonstrating proficiency in managing currency exposures and mitigating risks.
- Engaged in Forex trading activities, leveraging market insights and analytical skills to make informed trading decisions.
- Demonstrated expertise in money markets, navigating and leveraging opportunities within this dynamic financial landscape.
- Utilized the Reuters system for efficient communication and transactions with banks, ensuring streamlined and secure dealings.
- Managed fixed income assets, optimizing returns while mitigating associated risks.
- Took a hands-on approach to managing mutual funds, applying strategic insights to enhance fund performance.

Education

Master's Degree in Financial Studies – 2021

Lebanese University, Lebanon

Thesis: Motives, Valuation, and Pricing Analysis of Small and Medium Enterprises

Bachelor's Degree in Business Administration, emphasis on Banking & Finance – 2006

Beirut Arab University, Lebanon

Certifications

CRS Awareness, PwC – 2017

Auditing the Treasury, Association of Banks in Lebanon – 2017

Investment and Risk Certificate, ESA/by Banque Du Liban –2013

Lebanese Regulations Certificate, ESA/by Banque Du Liban– 2013

Cash Flows and Investing Techniques, Association of Banks in Lebanon – 2011

Managing Risks and Investments, Association of Banks in Lebanon – 2010

Cash flows and Working Capital, Chambre De Commerce – 2009

ACI Dealing Course, USJ – 2009

Skills & Expertise

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|--------------------------------|--------------------------|
| • Leadership & Team Management | • Data Analysis |
| • Communication & Negotiations | • Time Management |
| • Problem Solving | • Decision Making |
| • Strategic Planning | • Microsoft Office |
| • Adaptability | • Emotional Intelligence |
| • Customer Service | • Market Research |
| • Planning & Organization | • Presentation Skills |

Languages

Arabic: Native English: Fluent