

# MANAL SIDDIG RABIH

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## OBJECTIVE

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I am a detail-oriented, self-motivated professional currently pursuing new challenges in an engaging environment that aligns with my values in which I can apply my skills as well as expand my knowledge to fulfill directional goals.

## PROFESSIONAL EXPERIENCE

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SEP 2019 –

### **Freelance Consultant - Doha, Qatar**

I am serving in a consultant capacity by carrying out market research, determining the opportunities and benefits of expanding small business, streamlining operations and supply chain, monitoring and measuring performance and online media presence, as well as conducting research in several industrial fields.

APR 2018 – JUL 2019

### **Senior Treasury Officer - Treasury and Investment Banking Operations**, The Commercial Bank {P.S.Q.C.}, Doha, Qatar

#### **Main Responsibilities :**

My duties were managing a team of four to ensure effective day-to-day operations which included matching and sending trade confirmations, settling obligations, account reconciliation, and providing internal and external audit requirements.

They also included preparing daily and periodic reports to the Central Bank and other departments.

I was the main contact person between the Unit and Front Office team, correspondent banks and external parties.

#### **Key Accomplishments :**

Settled outstanding settlement claims for approx. USD 20 K.

I went above and beyond my job requirement by translating and revising records and data for beneficiaries of payments, and shareholder dividends as the only Arabic speaking person in the department.

JAN 2016 – APR 2018

### **Treasury Supervisor - Treasury and Investment Banking**, Bank of Khartoum, Khartoum, Sudan

*Previously Barclays Bank, it is the oldest privatized bank as well as the largest with over 130 branches, the largest correspondent banking network and 2 overseas wholesale branches in Bahrain and UAE. BOK was also the only OFAC delisted bank in Sudan since 2011.*

#### **Main Responsibilities :**

During my time as Supervisor, in addition to some of my previous main tasks, my additional responsibilities were managing a team of six to oversee all three units; FX, MM, and CM which included but were not limited to :

FX Unit: providing preferential rates for Corporate Clients and monitoring FX position and revaluation.

MM Unit: Corporate placements, reviewing and renewing Master Murabaha Agreements and other contract types, approving deposits/withdrawals above branch threshold, as well as coordinating with Corporate teams for high-value transactions.

CM Unit: Overseeing the portfolio of proprietary trading via our subsidiary brokerage firm as well as the review of contract terms including profit brackets, and ensuring our records were in line with Khartoum Stock Exchange {KSE}. Analysis and revaluation, buying/selling shares, follow-up of dividends, attending annual meetings and making investment recommendations with regards to our equities.

I also participated in the review of our SOP manual and reduced TAT on some of the processes related to foreign payments through coordinating with Corporate, Trade, and Operations departments.

**Key Accomplishments :**

Played a key role in the process of having specialized training for Treasury Front, Middle, and Back Office departments in core banking system Treasury modules by the Vendor as part of a major exercise to ultimately upgrade bookkeeping system in coordination with Finance, Operations {Back Office}, Market Risk {Middle Office} and IT teams to integrate to BI.

JAN 2013 – DEC 2015

**Treasury Officer - Treasury and Investment Banking**, Bank of Khartoum, Khartoum, Sudan

**Main Responsibilities :**

During that period, my focus in terms of the Capital Market unit was on managing the bank issued funds; from profit calculation and distribution, to their reconciliation and redemption, as well as conducting market research and assisting my manager and the head of our subsidiary brokerage firm in the structuring of SPV's and proposing new funds.

As for the Money Market unit, my tasks consisted of covering Nostro and Vostro accounts by placing deposits and negotiating the best profit rates to borrow funds, and by making FX Deals to maintain the bank's foreign currency position while mitigating against risk as well as profit gaining, preparing FX Blotter and following FX position and revaluation in the FX unit.

I was also in charge of training new staff and interns and providing feedback reports to management and HR.

**Key Accomplishments :**

Was selected among 6 bankwide diligent and aspiring staff to attend the World Union of Arab Bankers "Arab Banking Executive Awards" in 2015 with the GM and Executive Managers to receive the "Best Bank in Sudan" award.

Coordinator for the planning and preparations for the workshops spearheaded by BOK Treasury and Investment Banking department for all banks in Sudan.

OCT 2011 – DEC 2012

**Treasury Associate - Treasury and Investment Banking**, Bank of Khartoum, Khartoum, Sudan

**Main Responsibilities :**

As it was mandated to have an annual rotation among all the units in the department, my duties varied from setting daily FX rates, ensuring adequate Statutory Liquidity Ratio securities were maintained with the Central Bank and that minimal loss was attained upon liquidation, as well as preparing Treasury related data for ALCO report, preparing daily EOD liquidity report, trading proprietary sukuk, ensuring daily cash requirements across branches nationwide are met, and monitoring the clearing account among others.

**Key Accomplishments :**

Proposed a cost saving strategy for domestic cash shipments which saved approx. USD 200K per year.

JUL 2011 – SEP 2011

**Intern - Treasury and Investment Banking**, Bank of Khartoum, Khartoum, Sudan

**Main Responsibilities :**

I was assigned to assist the legal team in the closure of an investment in a multimillion dollar foreign fund and a local sukuk and securities portfolio.

**Key Accomplishments :**

Was assigned and successfully handled the sale of our non-syndicate commodities which included research, pricing, securing potential buyers and coordinating sample testing, preparing recommendations and proposals to management for buyers.

NOV 2010 – JUN 2011

**Project Coordinator**, DXN International Private Limited Company, Khartoum and El-Fasher, Sudan

*DXN is an MLM and direct selling company based in Malaysia with franchises in 180 countries.*

**Main Responsibilities :**

My duties varied from customer service to new member registration, order processing, logistics and making product shipments, inventory, store management, and benefits settlements. I was also tasked with assisting with the launch of the new service centre in El-Fasher, Darfur.

**Key Accomplishments :**

Cut customer benefits processing time by over 50% by compiling all customer data into one file for further breakdown by branch.

**SKILLS**

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Languages : English : Fluent {IELTS Score : 8.0} , Arabic : Mother Tongue, French : Good  
Computer : Good Knowledge of MS Office as well as typing in both Arabic and English  
Professional Skills : Effective Communication, Adaptability, Interpersonal Skills, Teamplayer

**EDUCATION AND CERTIFICATIONS**

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AUG 2017

Association of Certified Anti Money Laundering Specialists - USA , taken in Jordan  
Certified Anti-Money Laundering Specialist { ACAMS }

OCT 2014

General Council for Islamic Banks and Financial Institutions {CIBAFI} - Bahrain , taken in Sudan  
Certified Islamic Banker {CIB}

JUL 2010

University of Medical Sciences and Technology Khartoum, Sudan

B.Sc. Business Administration - Finance Major - GPA : 3.72 / 4.0

Khartoum International Preparatory School {KIPS} Khartoum, Sudan - High School

Mentor College Mississauga, Ontario, Canada - Middle School

International Community School of Abidjan {ICSA} Abidjan, Côte d'Ivoire - Elementary School

**AWARDS AND TRAINING**

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NOV 2018

Certificate of Appreciation : Participation in Commercial Bank's activities in the Initial Public Offering of Qatar Aluminum Company (QAMCO), Qatar

APR 2017

Award : Chairman of the Board Award Bank of Khartoum

Best Employee: Treasury and Investment Banking Department

NOV 2017

On Job Training : DZ Bank , Germany

OCT 2017

Workshop : Wolfsburg, ICC and BAFT Trade Finance Principles Paper 2017

JUL 2017

On Job Training : Abu Dhabi Islamic Bank , UAE

AUG 2016

Workshop : Asset and Liability Management and Risk Analysis (ALM) for Islamic Banks

AUG 2016

On Job Training : Bank Muscat, Oman