

CURRICULUM VITAE

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Professional Profile:

- Business development manager , identifying new business opportunities including new markets , growth areas, trends , customers , partnerships, products and services, and /or a new way of reaching existing markets .seek out the appropriate contact in an organization.
- Working as Collateral Manager with expertise in ''SMA'' Stock Monitoring agreements'' & CMA ''Collateral Management Agreement ((act as the custodian of the goods, taking continuous and exclusive possession of them until they are sold or exported, hold the commodities in a warehouse, in an independent storage facility that to be used under contract, or in the producer's premises that have been leased Depending on local laws also able to issue documents of title or non-negotiable receipts for the goods under our exclusive possession and control.))
- Agricultural Product Inspection & Logistical Work (management of Egypt Ports Weighbridges)
- Progressive leader with the capability of increasing revenue and operational Efficiency.
- Staff training and development.
- Superb communication skills.
- Contract negotiation and compliance.
- Experienced Technical Coordination in the field of collateral management including all operational needs and risks
- Leading and managing various work activities and staff that provide collateral management services to the organization to include tasking, goal realization, performance management, training and development.
- Monitoring the counterparty on-boarding and support processes including Credit Risk Mitigation (CRM), collateral appraisal and valuation, Credit Support Annex (CSA) setup and collateral negotiation.
- Overseeing operation and administration of the margin call and recall process to include calculating the need and amounts for calls/recalls, promptly notifying clients of needed changes, and ongoing administration of the overall process.
- Managing the collateral portfolio reconciliation, dispute and settlement processes to ensure effective methods to handle disputes and account for assets between *counterparties*.

Key Strengths:

- **Quality Assurance**
- **Lean Manufacturing**
- **Process Improvement**
- **Risk Management**
- **Budgetary Supervision**
- **Team Building**
- **Customer Service**
- **Customer relation & satisfaction**
- **Multi Unit operation management**
- **Project Coordination**
- **Inventory Control**
- **Operations Management**
- **Vendor Sourcing & Negotiation**

Experience Record:

- ***May 2018 until now: Perfect Touch co.***

It's a company established in Egypt since June 2010 to deliver expertise of management systems 'consultation, training, and Auditing to different field of industries and services provision societies

- *From May 2018 until now : Business Development Manager (MEA Region Area)*

May 2015 until May 2018: TÜV NORD EGYPT,

TÜV NORD Egypt is part of the TÜV NORD GROUP with its tradition in providing a broad spectrum of services existing for more than 100 years, standing for experience and expertise globally. The company's approach depends mainly on providing whole and integrated solutions and services with high quality and competitive prices to its customers.

- *From May 2015 until May 2018 : Collateral and Stock Monitoring Manager*
- ***April 2006 until April 2015 : Société Générale De Surveillance S.A. (SGS Egypt Ltd (Alexandria)*** SGS is the world's leading inspection, verification, testing and certification company :
 - *From 2008 – 2015:* Team leader and Senior Coordinator for Collateral Management Agreement & Agricultural Products Inspection.
 - *From 2010 -2015:* Logistics Sector (Responsible for the rented weighbridges at the ports By SGS in the major Egyptian ports Adabeya Port, Suez , Amreya Free Zone, Damietta Port ,Nuwebaa Port ,Port Said) services provided:
 - Weight Control for all kinds of cargoes whether imported or exported at all Egyptian Ports.
 - Weighbridges services on behalf of the Port Authorities and Customs Authority
 - Adjusting and calibrating all types of weighbridges
 - Competent weighing on any weighbridge throughout the country.
 - *From 2006 – 2008:* Coordinator for Collateral Management Agreement.
- ***From October 2004 to December 2005***
 - Working as an assistant manager in NET AMERICA Co. which is an agent in Egypt for I & B Equity trading corp. which a day trading firm in the United States of America.

Key Skills:

- Planning and achieving an annual Budget reached in 14 years about 13,000,000 USD.
- Achieving of Collateral Management Agreement for more than about 1,500,000 M/T per year for Wheat and Corn and Other Miscellaneous Cargos.
- Working in SMA "Stock monitoring agreement " under different conditions for several clients.
- Achieving Inspection for More than 1000 Warehouses.
- Responsible for training, improvement and supervision of Inspectors through professional development and mid-level management coaching.
- Oversight of all aspects of staff performance: performance evaluation, progressive discipline, mediation of staff disputes and grievance procedures
- Leadership in the setting and achievement of strategic and organizational goals
- Established training programs for staff in regard to all aspects of workplace performance and professional development
- Organizing office operations and procedures such as word processing, bookkeeping, flow of correspondence, filing, requisition of supplies and other clerical services. Coordinating activities of various clerical departments or workers within department
- Evaluate office production, revise procedures, create new forms to improve efficiency of workflow, establishes uniform correspondence procedures and style practices
- Formulate procedures for systematic retention, protection, retrieval, transfer, and disposal of records
- Review clerical and personnel records to ensure completeness, accuracy and prepare activities reports for guidance of management
- Review job plans & Summary of projects to determine necessary project materials, labor costs, equipment, subcontracts, overheads, taxes, insurance and other costs
- Schedule purchases and delivery of materials and services
- Improve productivity through designing and implementing forms, records, and procedures to ensure an effective and efficient flow of data in the system.
- Assist clientele through their inquiries face to face or via phone
- Check orders and expedite the arrival of materials or equipment to meet a progress Schedule
- Master of Microsoft Office programs (Word, Excel, PowerPoint, Outlook)
- Maintaining office budget
- Ability to work with several operating systems

Education/Qualifications:

- **El-Manar Girl English School, "Scottish school" Alex. Egypt: June 2000**
- **Faculty of Agriculture (English section), Alexandria, Egypt**
 - Master degree in Genetics August 2015
 - A Diploma in genetic engineering - October 2009
 - A Bachelor degree of Agricultural Science in Genetics - June 2004
- **Perfect Touch**
 - ISO 45001:2018
 - ISO 9001:2015
- **Arab Academy for Science and Technology**
 - Courses in Principals of Management.
- **SGS EGYPT**
 - Trained Lean Manufacturing Process.
 - Trained for Team Building
 - Business trip to Johannesburg on March 2008 for collateral Risk management.
- **American chamber**
 - Has mastered the course of **Fundamentals of Business Management on March 2013**

Language Skills:

- Native Language Arabic.
- Excellent Command of Both Written and Spoken English
- Good Command of Both Written and Spoken French.

Computer Skills:

- Excellent knowledge of Microsoft Office Word, Windows XP.
- Excellent knowledge of Microsoft Outlook.

References: Available upon request