

Mohammed Khalil Al Matari, CPA, CIA, CICA



Covering Letter

Dear Sir/Madam,

I would like to introduce myself to you, I have more than 19 years of experience in finance and internal & external audit. I hold the bachelor's degree in accounting from Jordan University. I am a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) and Certified Internal Control Auditor (CICA).

I started my career in 2003 with one of the largest Jordanian companies (listed in UK) **HIKMA Pharmaceutical Company** as a junior accountant.

Then, armed with motivation toward the audit I moved to **Deloitte-Qatar**, where I worked in assurance and tax services for 9 years gained vast experience in external audit including financial statements reporting, accounting international standards, taxation, internal controls, Qatari laws (labor, QFMA, Tax, Qatari companies' law etc;).

In 2013, I moved to one of the largest groups in Qatar called **Nasser Bin Khaled (NBK)** as a finance manager of one of its subsidiaries called National Industrial and Contracting Company. During my work there, I gained excellent experience in managing finance and admin matters.

In 2015, I joined the internal audit department of **Qatari Investors Group Q.S.C** (Publicly listed in Qatar Exchange Market), currently I hold the position of Chief Audit Executive. The company operates in different sectors such as cement manufacturing, properties, securities, rental cars, marine shipping etc. In addition, I work as secretary of the Board Audit Committee.

Currently I am looking for a new and challenging position to obtain a solid knowledge in my field of specialization and investing that knowledge in a motivating encouraging professional environment aiming to achieve great success in the future.

Thank you very much for your consideration.

Sincerely

Mohammad Al Matari

Career Objective

A confident, multi skilled & capable person with excellent knowledge of external and internal audit, Governance, Internal Control, Governance and Risk management, finance & managerial accounting methods. Exceptional analytical & problem-solving skills and able to provide financial information to all areas of business whilst ensuring that all management information is accurate.

Personal Information

Nationality	Jordanian
Date of Birth	January, 1981
Marital Status	Married (raising three children)
Address	Doha - Qatar
Phone	+ (974) 55 2534 17
E-mail	mmatari81@hotmail.com

Academic Qualifications

- High School Diploma (1999), excellent rating
- Bachelor's degree of accounting (2003), University of Jordan cumulative average 3.2, very good

Professional Qualifications

- Certified Public Accountant(CPA)- Active License no. 1963
- Certified Internal Auditor (CIA)-Active License no. 151366
- Certified Internal Control Auditor (CICA)- Active License no. 19108510

Experiences



Chief Audit Executive & Board Audit Committee Secretary

July 2015 to Present

Qatari Investors Group is a Qatari Shareholding Company listed in Qatar Exchange Market, the company is a leading provider of high quality business, industrial, investment services and products in Qatar with diversified industries including **Cement manufacturing, shipping, logistic and marines ,trading , security, real estate, rental a car and contracting**. Please visit the website for more information: www.qatariinvestors.com

Responsibilities:

- Work as Board Audit Committee (AC) secretary handling all its related matters.
- Ensure that the internal audit tactical and strategic objectives are in congruence with the organization's objectives by focusing on strategic topics and actively engaged in strategic discussion and problem solving.
- Strategic view: Focus on future topics (e.g. missing controls, P&P). Future impact of recommendations. Anticipating how the business model is changing.
- Developing a flexible annual audit plan using appropriate risk-based methodology.
- Implementing the annual audit plan, as approved including and as appropriate, any special tasks or projects requested by management and audit committee.
- Maintaining a professional audit staff with sufficient knowledge, skills, and experience.
- Leading activities of the department to ensure all work is performed independently without bias, with due diligence and timeless with adequate support for appropriate findings and recommendations provided in well-written reports.
- Establishing a quality assurance program which assures the operations of internal audit activities.
- Performing consulting services, beyond internal auditing's assurance services, to assist management in meeting its objectives such as training, advisory services process design etc;
- Performing or assisting in the investigation of significant suspected fraudulent activities within the organization.
- Issues periodic reports to Board Audit Committee and top management summarizing results of audit activities.

- Work closely with management and department heads on emerging laws in Qatar such as QFMA requirements and new IFRS implementation standards.
- Excellent understanding of the standards of the Institute of Internal Auditors (IIA) and ability to fully comply with IIA standards.
- Research new or technical subjects when required to support audits market risk, financial instruments, etc.
- Managed and Facilitated the External Quality Assessment (EQA) conducted by External evaluator according to IIA standards.
- Periodic review of financial statements and the company annual report.

Achievements:

- Successfully managed and facilitated the External Quality Assessment of QIG internal audit department with “Full Compliance” with Institute of Internal Auditor Standards (IIA) conducted by a qualified external consultant PwC.
- Detection of a non-compliance with terms of contracts that led to recover around QR. 4 million.
- Initiating and successfully handling a project for reviewing the company policies and procedures.
- Promote and lead the delegation of authorities across the group.
- Facilitating and enhancing the Risk Management process of the company.



Finance Manager

(April 2013 to June 2015)

National Industrial Contracting Company (NICC) was established in 1975 by late Sheikh Nasser Bin Khaled Al Thani and it fully owned by **Nasser Bin Khaled Holding (NBK Holding)**.

NICC has made its mark in the Qatari construction market with over 35 years of experience and excellent major building and infrastructure projects. Please visit website for more information: www.nbks.com

Main Duties

Fund Management

- Forecast cash flow positions, related borrowing needs, and available funds for investment.
- Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.

Financial Analysis

- Engage in ongoing cost reduction analyses in all areas of the company.
- Perform any additional analyses and reports as requested by management.

Project management accounting

- Maintain financial records for each project in a manner that facilitates management reports.
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders.

Financial Accounting and Reporting

- Develop and maintain timely and accurate financial statements and reports.
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures
- Prepare all supporting information for the annual audit and liaise with the external auditors.
- Review monthly results and implement monthly variance reporting.
- Establish guidelines for budget and forecast preparation and prepare the annual budget.

Finance Manager of “Special Block and Tiles Factory”

The Factory is a branch of **National Industrial Contracting Company**.

Special Block and Tiles Factory (the “Factory”) was founded in 1980 and is involved in producing a wide range of concrete blocks and Kerbstone. It manufactures all types of precast concrete, including concrete tiles.



Deloitte is one of the leading international professional service firms in the state of Qatar. It offers auditing, taxation, consulting and financial advisory services to a wide base of clients. Please visit website for more information:
www.deloitte.com

Audit Manager- Assurance and Tax

2004 -2013

Main Responsibilities:

- Working as an audit manager on large and medium clients and reporting directly to the partners.
- Monitoring progress on audit assignments and preparing plan of action for audit teams on a weekly basis.
- Reviewing/Preparing timely financial and related information to meet internal needs and external obligations to clients.
- Takes on responsibility for managing a portfolio of more than 50 clients.
- Reviewing audit work, and procedures and ensuring that the work, and procedures are in accordance with international standards on auditing and Deloitte’s risk-based methodology.
- Assessing and reviewing large and medium client’s business risks and related controls set by management for the mitigation of those risks.
- Preparing the financial statements in accordance with IFRS (International Financial Reporting Standards).
- Having an in-depth knowledge and familiarity with International Financial Reporting Standards (“**IFRS**”) as well as Auditing Standards for Islamic Financial Institutions issued by the Accounting and Auditing Organization for Islamic Financial Institutions (“**AAOIFI**”).
- Establish and document an understanding of different accounting and business cycles as part of the audit work. This includes identifying and testing controls of the business cycles to cover certain risks and reporting significant deficiencies in this regard to senior management.
- Identifying key risk areas and internal controls to assess the effectiveness of the client’s approach.

Major sectors:

- Banking, Finance, Insurance, and Investments listed companies (QIIB, QIB, QIIC etc.)
- Trading and Services
- Non-profit and Governmental Organizations
- Contracting and Manufacturing
- Educational
- Hotels
- Others



Hikma Pharmaceutical Company is a leading generic pharmaceutical company with a significant presence in the Middle East, North Africa region, United States and Europe. The main activity is producing pharmaceutical products. Please visit website for more information: www.Hikma.com

Hikma Pharmaceutical Company Amman – Jordan (Junior Accountant)

June 2003 – October 2004

Courses and trainings

- Attended more than 200 seminars, conferences and courses in different topics related to financial, IT, internal and external audit, managerial skills etc; topics sponsored by various associations such as IIA, IMA, Deloitte, Government etc .
- Zakat Training- Sponsored by Qatar Zakat Fund (2022).
- Course in Ethical Leadership Through Giving Voice to Values from University of Virginia 2023 (12 hours).
- Course in Essentials of Management and Strategic Planning from University of California, Irvine 2023 (9 hours)

Software

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| Audit software | • Audit System2-AS2 (Software designed to Deloitte.) |
| | • Teammate (internal Audit software) |
| ERP Software: | SAP system |

Languages:

- Arabic: Native speaker.
- English: Excellent (Reading, Writing, Speaking).

References

Name: Mr. Joseph Abdo
Title : Qatari Investors Group CEO
Email: j.abdo@qatariinvestors.com