

Abdulsalam Al Matar



Riyadh & Eastern
Province



0506917440



alashter82@gmail.com

Experience


05-2017 -2021

**Senior Manager Compliance & Corporate Governance Malath
Cooperative Insurance Company – Company Secretary**

- Working in comply with Corporate Governance related to SAMA & CMA regulations
- Develops, implements, documents and updates as needed compliance monitoring and risk management strategies, systems, procedures, and control to meet SAMA's regulatory requirements, directives and money laundering regulation
- Prepare compliance reports status to be communicated to the Audit Committee
- Collaborates with other departments (e.g. Risk Management and Internal Audit) to direct compliance issues to appropriate existing channels for investigation and resolution.
- Coordinate and deal with the legal offices related to any legal circumstances.
- Prepare and update the compliance & corporate governance policies and procedures.
- Prepare the compliance & corporate governance gap analysis program.
- Explaining the roles and regulations and providing the awareness sessions (training and workshops).
- Managing the investor relation section.

Board Secretary formal duties include:

1. Preparing the agenda calling meetings
2. Recording minutes of the meetings
3. Keeping statutory record books
4. Prepare payment of dividend and interest payments
5. Prepare drafting and execution of agreements, contracts, and resolutions
6. Follow up with the resolutions with several departments.
7. Providing the corporate explanation to the Board.



8. Prepare and manage the Annual General Assembly (AGM).

06-2015 – 04-2017

Compliance Manager & Acting Risk Manager, Al Sagr Cooperative Insurance Company– Company Secretary

- Develops, implements, documents and updates as needed compliance monitoring and risk management strategies, systems, procedures, and control to meet SAMA's regulatory requirements, directives and money laundering regulation
- Create and circulate materials related to compliance requirements
- Support functions in implementing compliance programs
- Identify hazards and risk factors that have the potential to cause harm
- Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated

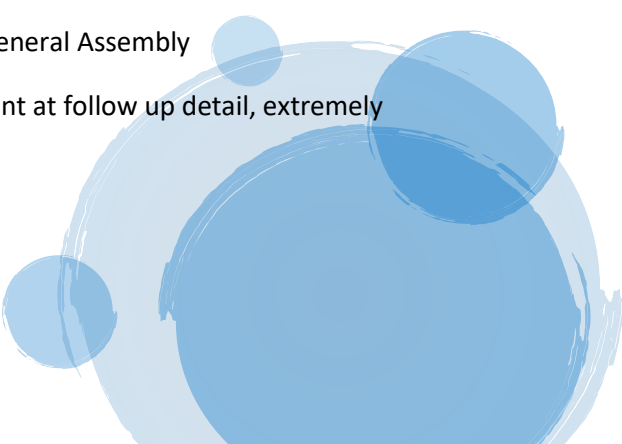
07-2013 – 06-2015

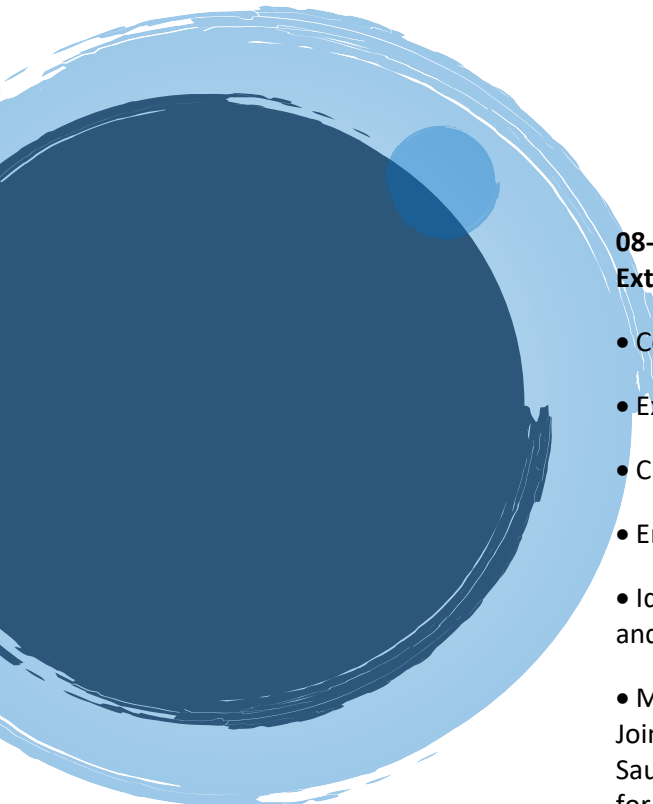
Senior Compliance Officer, SABB Takaful

- Receive new circulars and directives and ensure follow-up on required actions
- Define and implement AML& Anti-Fraud policies and procedures
- Prepare for a system in AML for observations and monitoring
- Providing trainings for AML, Anti-Fraud, and Compliance & Corporate Governance.

07-2011 – 07-2013

Compliance Supervisor, Gulf Union insurance Company

- Working in comply with Corporate Governance related to SAMA & CMA regulations
 - Prepare & analysis the strategic plan and follow up with each department using the prepared check lists and Compliance Calendar
 - Preparing and managing the General Assembly
 - Successfully coordinate, excellent at follow up detail, extremely dependable.
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08-2008 – 06-2011

External Auditor, Price Water House Coopers (PwC)

- Collating, checking and analyzing spread sheet data
- Examining company accounts and financial control systems
- Checking that financial reports and records are accurate and reliable
- Ensuring that assets are safeguarded
- Identifying if and where processes are not working as they should, and advising on changes to be made
- Mainly tasks in Saudi Aramco and its subsidiaries including Khafji Joint Operations (KJO), also a member of the external audit team for Saudi Arabian Chevron in Kuwait, a member of the external audit team for SRTP, SRAK and King Abdullah University.

Education

Bachelor Degree in Business Administration, Major Economic, King Saud University.

Professional Certifications:

- CFA Level 1
- CFA Level 2 (Candidate)
- IFSAH Certificate
- (CCP) Certified Compliance Professional 2018. Dubai
- Anti-Corruption and Money Laundering, Naif Arab University for Security Sciences 2018.
- (CCO) Certified Compliance Officer, Institute of Banking 2013.
- (CIB) “Certified Islamic Banker”, Institute of CIBAFI Bahrain, 2010
- (IFCE) The Insurance Foundation Certificate Exam from Saudi Arabian Monetary Authority

ADDITIONAL DUTIES

- Working with Government Regulations related (SAMA, CMA, CCHI, EDAAM CMA and TADAWUL as a daily basis
 - Prepare and review the contracts for brokers, agents, producers and all employees matching with SAMA & Company Regulations and requirements.
 - Prepare the Investor Relations (policy and procedures & raised the questions and requirements to the Board of Directors).
 - Expert using E-CMA Electronic forms and Tadawul IFSAH Announcements.
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