

CURRICULUM VITAE



PERSONAL DATA:

Full Name: Haitham Taha Ahmed Amer

Nationality & PoB: Egyptian – Sohag, Arab Republic of Egypt

Date of Birth: 8 April 1976

Marital Status: Married, with three (3) dependent children

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ACADEMIC QUALIFICATIONS, POST GRADUATE STUDIES & COURSES:

- **The Degree of Master of Arts in Corporate Law**, GPA 3.33 (82%), Queens Bay University, U.S.A, (2011 – 2014).
- **The Degree of Master of Arts in Criminal Justice**, GPA 3.38 (84%), Queens Bay University, U.S.A, (2011 – 2014).
- **Bachelor of Law**, Faculty of Law, Assiut University, Egypt, (1994 – 1998).
- **Applying for Certified Internal Auditor (CIA).**
- **Corporate Governance Course** – by Omani Securities Association & Efficiency training institute, Muscat – Oman, Jan 2015.

- **Accounting Course** for non-Accountants by Omani Securities Association & Efficiency training institute, Muscat – Oman, April 2015.
- **Global Securities**, certificate of completion training program, by College of Banking and Financial studies & Muscat Securities Market (MSM) - Sultanate of Oman, (course prepared by CISI) Dec. 2013.^{1*}
- **Risk in Financial Services**, certificate of completion training program, by College of Banking and Financial studies & Muscat Securities Market (MSM) - Sultanate of Oman, (course prepared by CISI) October 2013.*
- **Oman Securities Regulations**, Certificate of completion training program, by College of Banking and Financial studies & MSM – Sultanate of Oman, January 2012.*
- CISI – UK “Chartered Institute for Securities & Investment” **student**, under supervision of MSM – Sultanate of Oman (2011 – 2013).^{2**}
- **Arbitration Course**, Arab Administrative Development Organization (ARADO) – League of Arab States (LAOS), Chamber of Commerce and Industry – Sultanate of Oman, (December 2011).
- **Arbitration Course**, International Arbitration Center – Chamber of Commerce and Industry – Sultanate of Oman, (March 2011).
- **The Growth of Corporate Governance** in the region Conference (Hawkamah), under supervision of CMA, Sultanate of Oman (2010).
- **International Anti Money Laundering (AML)** Certificate by Chartered Institute for Securities & Investment (CCL) Training in (UK / UAE) under supervision of CMA, Sultanate of Oman (2009).
- **High Level workshop Compliance Officer** by CCL Training in (UK / UAE), under supervision of CMA, Sultanate of Oman (2008).

WORK EXPERIENCE:-

1- Legal Consultant in Supreme Counsel for Planning – Sultanate of Oman. (1st June till Present)

- Review Laws / Regulation and amend the same (when required).
- Prepare and draft, amend MOU, Contracts, and Agreements for strategic plans and tender documents.

¹ *Oman Securities Regulations program prepared by: CISI & MSM.

² ** CISI studies are: 1-Oman securities Regulations. 2- Risk in Financial Services.

3- The Role of International Compliance Officer.

- Prepare and reply the cases filed from or against S.C.P. and attend to the court or arbitration representing the same
- Drafting, reply and prepare Legal Consultations related to the employees, Strategic & economic plans for The Sultanate, Circulations, orders, etc.

- 2- **Senior Lawyer & Legal Advisor in Raheema Al Kharosy & Mona Amer Legal Consultant, Oman (Mid of April 2015 till 31 May2016)**
- 3- **National Securities Company S.A.O.G. (N.S.Co.), Oman (May 2008 till end of March 2015-Reporting to B.O.D):**

As Compliance / AML officer & Legal consultant.

- **Responsibilities:**
 - Develop a compliance culture to mitigate regulatory risk within the company.
 - Ensures that Internal Regulations and other procedures for supervision are reasonably adequate compliance with the law, regulations, other legal requirements and the company's own Rules of Conduct and other ethical standards applicable to the activities carried out by the company.
 - Updating company's internal regulations according to the latest CMA regulations, and insure that all holders of the Manual that their copy is up-to-date.
 - Document and act expeditiously to address any compliance breaches and work with CEO (or GM) to appropriate disciplinary action.
 - Ensures that the systems and procedures for supervision are continually improved.
 - Reviews the supervision work done by the departmental managers over the staff. Performs checks to ensure the supervision is actually done.
 - Ensures that written records evidencing supervision are maintained.
 - Prepares and explains the company's Rules of Conduct and other ethical standards to staff.
 - Advises management on ethical and regulatory issues which arise.
 - Conducts annual compliance meetings with staff.
 - Informs management and staff about regulations, and changes to regulations.
 - Reviews customer complaints. May assist in resolving these.
 - Conducts internal investigations, upon evidence of a problem.
 - Ensures that problems are dealt with and the system is corrected to prevent recurrence.
 - Review staff trades to ensure that staff does not trade on the basis of confidential information, or in violation of other legal or ethical requirements.
 - Contact and cooperation with the regulators (CMA) and Ensures that regulatory requirements are met.

- Perform risk assessment of the company and document the same.
- Review the capital adequacy report prepared every month.
- Prepare and submit the quarterly compliance test report to the BOD and CMA.
- **Anti-Money Laundering (AML) officer.** Fully understands the anti- money laundering laws and regulations and have systems in place to review such laws and ensure compliance.
- Ensures that client’s details on source of funds are reasonable and are of adequate compliance as per required under The Anti Money Laundering Law.
- **AGM & EGM secretary;** prepare the AGM & EGM agenda, co-ordinate and organize with CMA, MCD, Auditor, board members and announce in newspaper for it, document, maintain and produce records of AGM & EGM, announce in MSM site and submit copies to MSM, CMA and MOCI.
- **Legal consultant;** Provide legal consultation to the management, preparing and reviewing all contracts, agreements and memo, filing cases or claims and following it up, doing all legal & consultation work for the company.
 - As a legal consultant :- (drafted, reviewed and amended from English to Arabic and vice versa the following: - online trading agreements, settlements with clients and employees, portfolio management agreements, agreements with employees, international banks & entities, handled and filed cases for and against the company, warning letters, and provide legal consultation in all above to the management.

4- Salam Al-Na’bi & Mona Amer Lawyers & legal Consultancy (September 2001 - April 2008) in Sultanate of Oman.

- Responsibilities:

- Legal advisor & assistant manager (Administration)
- Director of the division of the court ruling executions.
- Highly qualified and experienced in criminal, commercial, companies, compensation, insurance, labor, loans and civil cases.
- Excellent experience in preparing and amending contracts and agreements, minutes, confidentiality agreement, MoU, AGM, EGM, Draft and review various commercial agreements.
- Excellent experience in corporate and incorporate.
- Legal advisor for many companies (Unilever, Nestle, Al Nisr Insurance, MB petroleum, ... etc), establishments and banks in Sultanate of Oman (Bank Dhofar).
- Provide legal consultation on all matters and new laws.
- Excellent experience in dealing with governmental authorities.

- Sohag Governorate, Egypt (Sep.1998 - Sep. 2001):

As a Lawyer & legal advisor for the “Syndicate of Applicants”.

- Lecturer in European Business Center for Training and Development (E B C) – Law firm (Sultanate of Oman 2011)
- Legal Advisor for Oman Legal Zone Website-2011 (www.omanlegalzone.com).
- Writer in Al Isbou'a newspaper – Oman's Arabic weekly (Law firm space – Sultanate of Oman 2010-2011).
- Arbitrator & Member of General Union for international arbitration advisors and intellectual property experts- Egypt.
- compliance officer, Qurum Business Group Geojit Securities LLCs. (QBG Geojit)LLC, Sultanate of Oman (April 2013 till present, Reporting to BoD.
- Managing Director for Abdullah Al Kaabi Legal Consultancy June 2013 – Jan. 2014 (Muscat- Sultanate of Oman).
- Certified Financial Expert, Omani Securities Association. Oman 2014.

PERSONAL SKILLS & CAPABILITIES:

- Attentive, hardworking, cooperative and a team leader.
- Full understanding of applicable law & regulations and know how to deal with.
- Innovative: have capability to create new fields for new businesses.
- Capability to analyze and solve work problems.
- Ability to negotiate the terms and conditions of agreements & settlements, and getting best results.
- Familiar with Computer programs (i.e., Windows XP, MS Word, MS Excel, Power point, Outlook, Internet applications).

- Good experience in computer hardware and software maintenance.
- Good experience in Pharmaceuticals & Chemicals.
- Athlete and enjoy a hobby of maintaining electric appliances, engines, Mechanics, electricity and other home work.

Languages:-

- **Arabic:** mother tongue.
- **English:** Excellent command of the 4 monolingual skills.
- **French:** Basic.

All documents can be furnished upon request..

Thank You;

Haitham Taha A. Amer