

Rachid Nasreddine

Internal Auditor-cum-General Accountant

Address: Lebanon, Beirut
Cell: (+961) 3 709992
Email: schiума82@hotmail.com
LinkedIn: www.linkedin.com/in/N-Rachid

Career Summary: Insurance professional of 13 years, with a strong blend of experience in Internal Audit and Accounts Receivables & Payables Aging. Thriving under pressure and being a team player as well as an outstanding relationships' builder and maintainer have been the hallmarks of my career so far.

Job Objective: Senior Position in a firm with a focus on Operational Efficacy, Team Leadership, Process Improvements, as well as Professional & Educational advancement; preferably in the capacity of an internal auditor.

EDUCATION

- ✎ CII, Chartered Insurance Institute, UK
- ✎ Bachelors in Insurance Sciences, USJ Beirut - Lebanon

RELEVANT

- ✎ Certified Risk Based Auditor, From International Academy of Business & Financial Management
- ✎ Anti Money Laundering, KSA
- ✎ Advanced Excel, Lebanon

KEY COMPETENCE

MICROSOFT OFFICE

LANGUAGES

- ✎ ENGLISH
- ✎ FRENCH
- ✎ ARABIC

WORK ETHICS

- ✎ Detail Oriented
- ✎ Objective
- ✎ Career Oriented

REFERENCES

- **Mr. Ahmad Mroueh**
ACA, MedGulf Group Internal Audit Division Head
+961 3 757899

PROFESSIONAL EXPERIENCE

Senior Receivables & Commissions Officer, MedGulf - KSA
Aug 2015 to October 2019

● TASKS

- ☑ Generating & Maintaining Aging Reports & reporting changes on periodic basis
- ☑ Supervision & Maintenance of Aging Portfolios with a combined worth of above SR 100M pertaining to International Stakeholders; Brokers & Clients.
- ☑ Supervision & Maintenance of Brokerage Commissions Payable & Outstanding; monthly sanctioning of payouts amounting SR 10M, approx.
- ☑ Responsible for coordinating targeted collection endeavors.
- ☑ Responsible for reporting weekly & monthly collection updates to top management.

Internal Auditor, MedGulf
Beirut (May 2006 to January 2009) & Riyadh (February 2009 to July 2015)

● TASKS

- ☑ Obtaining, analyzing and appraising audit data to create an objective opinion about the adequacy and effectiveness of the audit systems and the performance efficiency.
- ☑ Dispensing routine audit findings, along with suitable recommendations, to the management through discussions and audit working papers.
- ☑ Promptly notifying all audit concerns to direct management and suggesting corrective measures.
- ☑ Ensuring compliance with the applicable legislations at all times; thus, protecting the firm from legislative lawsuits, breaches and penalties.
- ☑ Branch offices' visits as & when needed.