



SAMI AHMED

TRADE FINANCE OPERATIONS UNIT HEAD

PROFILE

Sami Elamin is a certified documentary credit specialist (the London institute of banking and finance), an MBA holder (Bangor University- UK). He has over 11 years' experience working in Faisal Islamic Bank Sudan and united capital bank. He has worked in many locations and departments, including customer service, clearing, treasury, and trade finance

CONTACT

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PERSONAL INFO

- Nationality: Sudanese
- Date of Birth: 16/11/1987
- Place of Birth: Kuwait
- LANGUAGES: Arabic (Mother Tongue)
English: Fluent

VISA STATUS

- RESIDENCE

LinkedIn URL

<https://www.linkedin.com/in/sami-elamin-201772a1/>

HOBBIES

- CHESS
- SPORTS
- MUSIC

EDUCATION

- **The London Institute of Banking and Finance, United Kingdom (2019)**
Graduate Certificate for Documentary Credit Specialists- (CDCS).
- **Bangor University, United Kingdom (2013 - 2015)**
Master of Business Administration (MBA) .
- **Future University, Sudan (2004-2008)**
Information Technology, BSc. Honors in Information Technology.

WORK EXPERIENCE

UNITED CAPITAL BANK - TRADE FINANCE OPERATIONS UNIT HEAD 01-DEC 2021 –PRESENT

- supervise the issuance, amendment, cancellation, and settlement of all trade finance products and ensure full conformity with UCB, CBOS, and ICC regulations.
- supervise and manage all the Remittances business (SWIFT, DDs, Transfers) and in so doing ensure conformity to bank's operating policy and procedure, deadlines, and turnaround times.
- Manage the day-to-day affairs of the Unit and staff.
- Establish the current and long-range objectives, plans and policies of the Bank, as directed and approved by the board of directors.
- Ensure that audit violations are minimal, rectified and implemented.
- Ensure Central Bank of Sudan returns are prepared on or before the deadlines.
- Train, develop, coach and manage the Operations team in respective areas to ensure they are up-to-date and at the same time ensure retention of key staff.
- To inculcate operational excellence by driving continuous process improvement to operating policies and procedures so that they are up-to-date and are customer –friendly.
- To provide and encourage team to provide superior internal service to the profit centers of the bank.

Faisal Islamic Bank HQ -HEAD OF LCs/LG Deprtemet FEB 2020–NOV 2021

- Responsible for documentary collection and all relevant SWIFT messages, drafts accepting, settlement, and filing the documents.
- Issuing L/C's in accordance with the International Standard Banking Practice (ISBP) and UCP 600, and in accordance with the internal Bank's regulations and the Central Bank's policies.
- Advising customers about the applicable rules and methods of payments that fulfill their needs in the documentary credit or documentary collection.

Faisal Islamic Bank GHALI BRANCH-Branch Manager June 2019– FEB 2020

- Ensure that the bank branch follows the policies and procedures set by the officials at the Bank's head office.
- Promoting and marketing the branch and its products.
- Ensure that the customers walking in to the bank branch are satisfied with the services provided by the staff members.
- Monitoring sales targets.
- Ensuring there's a high level of customer service.

KEY SKILLS

- Deep knowledge of credit and collection policies, practices, and procedures complying with ICC rules UCB 600, ISBP 821, URC 522 and URR-725.
- Deep knowledge of demand guarantees and Standby Letter of credit complying with ICC rules URDG-758, ISBP821 and ISP98.
- Great leadership skills.
- Proven ability to accurately handle multiple tasks.
- Strong working knowledge of SWIFT and different Payment messages.
- Solid ability to make decisions in accordance with established policies and Procedures.
- Remarkable ability to handle and deal with confidential financial information.
- Enthusiasm and a commitment to further training.
- Good knowledge in supply chain management.
- Good knowledge in corporate finance.
- Excellent written and verbal communication skills.

ACHIVEMENTS

- For being one of the top ten employees on the FIB bank, I've been chosen to do my MBA studies in the United Kingdom, Bangor University.
- Got an exceptional promotion to branch manager for showing excellent leadership skills and a unique style of solving daily work issues.

REFERENCES

- available upon request

- Assess the training needs of the existing staff members and arrange training sessions for them.

Faisal Islamic Bank MANCHIA BRANCH- HEAD OF TREASURY

DEC 2018– JUNE 2019

- Forecast daily cash requirement.
- Manage and supervise all aspects of cash flow.
- Manage and develop cash management staff.

Faisal Islamic Bank MANCHIA BRANCH- HEAD OF TRADE FINANCE

NOV 2017–DEC 2018

- Responsible for ensuring that all the trade finance activities are conducted strictly in accordance with the Bank's policy rules and regulations.
- Review letter of credit documents to determine compliance with international standards and rules.
- Check all information thoroughly to make sure they are no errors, and what is being presented is evaluated and validated correctly in the interest of the Bank and its policies.

Faisal Islamic Bank MANCHIA BRANCH- HEAD OF CUSTOMER SERVICE

APRIL 2017–NOV 2017

- Manage daily operations, including remittances and opening new bank accounts.
- Investigate customer complaints about the non-coverage of funds.
- Participate in project management and administrative duties, resolve issues and problems with customer accounts.

Faisal Islamic Bank MANCHIA BRANCH- TRADE FINANCE OFFICER

JULY 2015–APRIL 2017

- Review and check the customer's application and process all Completed documents on each applicable stage.
- Record payments and liabilities and other customer account information.

Faisal Islamic Bank KASSLA BRANCH-TELLER & CUSTOMER SERVICE

JUNE 2010–JULY 2015

- Record all transactions promptly, accurately, and in compliance with company procedures.
- Balance currency, cash, and checks in the cash drawer at the end of each shift.

TRAINING COURSES

- Money laundry and Terrorism Finance Security- Ain Shams University, (2011).
- Principles of Banking Finance - Sudan Academy for Banking & Financial Science, (Khartoum, Sudan - 2011).
- International Standard Banking Practice for the examination of documents under documentary credit. (Sudan academy for banking & financial sciences, Khartoum 2012).
- Business Leadership Excellence for Executives (BLEX) (H&H CONSULTANCY-2013).
- Developing managerial and leading skills, Khartoum 2019 (Faisal cultural center in cooperation with ZAFAR training center).
- Corporate finance foundations-LinkedIn learning (august 2023).
- Supply chain foundations: project management LinkedIn learning (august 2023).