

Eman Al Suwaidi





Eman Al Suwaidi, ACCA, UAE CA

CEO @AlNoor_Coaching , Social Entrepreneur ,

Influential Leadership coach and Trainer ,

Board Member , ACCA Member Advisory committee , e7 Banat Al Emarat .

Strategic Innovation And Quality Manager

Director of Assessment Department , Compliance Assurance Manager, Audit Manager

Summary

BOD / Social Entrepreneur / Leadership Coach, Trainer /Quality and Excellence / Innovation/ ACCA Chartered Accountant/ UAECA /Auditing / Compliance / Information Security / Strategic

Eman Al Suwaidi is a Leader with more than 12 years' Experience

Trainer & coach Social Entrepreneur :

- Founder  @Alnoor_Coaching AL Noor Lifestyle Coaching , Founder and sponsor of @UAE Ladies Toastmasters Club
- @ UAE Girls Cavaliers TMC for Youth Development
- Certified leadership coach and Trainer By John c Maxwell Team and Company to teach his books and Leadership Game.
- Trainer Certified by American Canadian board.



Trainer With AD SG Abu Dhabi School of Government

Quality Assurance :

_Innovation and Quality Manager at Trakees.

_Director of Assessment Department at SAEED project TAQYEEM.

_ Compliance Assurance Manager with DMCC Dubai Multi Commodities Center

Board Membership :



ACCA members Advisory committee



ACAEA CAATs Association as Audit Consultant .



e7 Banat Al Emarat (Social Enterprise) 2019- 2018



Audit Advisor with collaboration Aldar University

INTERNATIONAL COMPUTER AUDITING EDUCATION ASSOCIATION , Canada, UAE

Top Skills

Leadership

Coaching

Training

Quality

Innovation

Auditing ACCA

,UAECA

Languages

Arabic,

English

(professional)

French (Elementary)

Certifications

- Professional Diploma Certificate American Canadian Board Training of Trainers
- ICF International coaching Federation
- Leadership Academy at DMCC
- JMTTeam Leadership Certified Trainer and coach (John C Maxwell)
- 1st ACCA Association of Certified Chartered Accountant from SAI State Audit institution 4th Emirati lady Across UAE , UAECA

Publications

Quality Culture: Changing Hearts, Minds and Attitudes

Strategic paper: enhancing the Quality Assurance Frame work in the State Audit Institution studied in USA as the 1st Emirati lady for 4 months

Auditing Experience :



Audit Manager in external auditing

Government Sector

(e.g. financial, compliance, performance, and information system) and in Quality Assurance. working with Financial Audit Authority.



Auditor with more than 7.5 years at State Audit Institution the main auditing body of the UAE federal government.



Think Ahead

o Member of Association of Chartered Certified Accountants Advisory Committee (ACCA MAC)



o Member of Association of Chartered Certified Accountants (ACCA) 2015.



o UAE Chartered Accountants(UAECA) from the Accountant and Auditors Association

o Currently Master of Quality Management (MQM), University of Wollongong.

The nature of my degree and Experiences has prepared me to work in Training and Develop Leadership, Audit, Strategic Development and Quality Assurance. It involved a great deal of Leadership, Change Agent , independent research, initiative, team-motivation and a wide range of skills .

Eman Mohammed Al Suwaidi, UAECA, ACCA

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Date of Birth: August 31, 1986

Nationality: Emirati

Executive Synopsis

- More than 12 years of professional experience varies in Training, Coaching ,Auditing , Innovation and Quality and Compliance Assurance specializing in external auditing since 2008.
- Leadership Positions as **CEO** AL Noor Coaching , **Innovation and Quality Manager** in Trakees , **Director of Assessment Department** in SAEED **Compliance Assurance Manager** in DMCC (Dubai Multi commodities Center). Previously engaged as **Audit Manager** in Financial Audit Authority and **Auditor** in the State Audit Institution (SAI) United Arab Emirates, the main auditing body of the UAE federal government.
- Pioneered risk-based auditing in federal agencies and ministries in the United Arab Emirates. Major tasks include assessing the control environment, identifying fraud and budget waste, and determining compliance of federal entities with the UAE strategy, law, regulations, and internationally accepted standards and practices.
- Involved in various financial audit engagements with some aspect of performance ,compliance and information system of the following UAE federal government entities:
 - Aviation 2009 -2010
 - Labor 2013
 - Education 2011
 - Foreign Affairs
 - Electricity and water Authority 2014
 - Police 2016
 - Economic Department 2016
 - Investment Authority 2010
 - Telecommunication Regulation
 - Human Resource Services
 - National HR Development & Employment / Youth and sport
 - Quality Assurance/ Other Strategic projects 2014-2015
 - Tourism 2016
 - Free Zone 2016 (Gold , Commodities , High Risk ..etc)

Compliance Assurance in Free Zone industry 2016-2017

- Anti-money Laundering (AML / CFT) laws and regulation
- Precious Metals Gold and Diamond industry
- Joint collaboration with Dubai Gold and Commodities Exchange. (DGCX)
- Security and commodities (SCA)
- Participated through the International Auditor Fellowship Program (IAFP) 2014 with the General Accountability Office (GAO) in the USA for four months and prepared a strategy paper proposal "Enhancing the Audit Process of the State Audit Institution United Arab Emirates through the Quality Assurance Framework".
- Worked with the Quality Assurance team in Assessing the SAI Audit Engagements, Documentation and Reporting.
- Assessed corpora
- te governance practices, strategic planning, budgeting process, policies and procedures based on UAE federal laws, leading standards and practices.
- With extensive experience in auditing business processes, assessing risk and internal controls and benchmarking with global best practices. Business processes reviewed include procurement, revenue, human resource and payroll processes.

Key Skills

Auditing Standards:

- International Auditing Standards(IAS)
- International Standard of Accounting (ISA)
- International Financial Reporting Standards (IFRS)
- International Public Sector Accounting Standards (IPSAS)
- Generally Accepted Accounting Principles (GAAP)
- International Standard of SAI (ISSAI)

Leadership:

- Train the trainer / Leadership Academy
- Highly strategic, innovative and analytical
- Good decision-making skills
- Excellent team-player

Soft skills:

- Dedicated to training and Capacity development of staff
- Excellent interpersonal and written/verbal communication skills

IT Skills:

- Microsoft Office – Excel, Visio, Access, Word, PowerPoint
- ERP systems – Oracle Financials, HR system and Self-service
- Teammate Audit Software
- Audit Command Language (ACL)

Linguistic Skills:

- Arabic (Native Speaker)
- English (Excellent understanding, speaking and writing)

Professional Qualifications and Memberships



Think Ahead

- Member of **ACCA Advisory Committee (ACCA MAC)** – Nominated in 2017



- Member of the **Association of Chartered Certified Accountants (ACCA)**, since September 2015. Successfully passed ACCA Exams, (14 papers, such as: P1_Governance Risk & Ethics, P2_Corporate Reporting, and P3_Business Analysis, P7_Advance Audit & Assurance, and P5_Advance performance management).



- Hold **United Arab Emirates Chartered Accountant (UAE CA)** membership from the UAE Accountant and Auditors Association (AAA) since 2015.

Education

(2015-till Date)	Master of Quality Management (MQM) from the University of Wollongong (Expected Graduation: 2017). Subjects taken: TBS 955_ QualityAssurance / Managing for Quality and Performance Excellence, TBS 952_ Implementing Quality, TBS 908_ SupplyChain Management, TBS 950 _ Quality in management, TBS953_ Management of Service Quality, TBS927 _ Process and Change Management.
2008	Bachelor's Degree in Accounting (GPA: 2.84) from the United Arab Emirates University (UAEU), Al Ain.
2004	High School Degree, Science Section (80.8%), Al Jeer High School, RAK. ○ Professional English Qualifications: 14 July 2013 The Internet-Based Test of English as a Foreign Language (TOEFL iBT™) (Reading: 19,Listening: 9.1) Speaking: 22, Writing: 20. Total: 80 2005 International English Language Testing System (IELTS): (5.5)

Affiliations

- Institute of Internal Auditors (IIA) US, 2010
- Association of Certified Fraud Examiner (ACFE) US, 2010
- Information Systems Audit and Control Association (ISACA) US, 2013

Honors/ Awards

- Phoenix Founders Award for Outstanding Achievement in ACCA, 2015.
- The First Place winning team in the 3rd Small Business Exhibition, for managing the business of "Happy Fruit" Cocktail Shop, competing against 51 Small Businesses in the UAEU, Al Ain (8-12 December 2007).

Professional Highlights



Innovation and Quality Manager – Trakees (PCFC) _ August 2018 – 2019 Ports, Customs & Free Zone Corporation , Dubai

- leading the Innovation project within the organization.
- Innovation and Quality Department Methodology Development .
- participation in UAE Innovation Assessment.
- Quality and ISO Standards maintenance and Assessment for the whole organization process .
- Development of compliance Assurance Roadmap, methodology, process & procedures and Assurance protocol.
- Create risk-based approach for Compliance Assurance, which includes:
- Risk assessment of high risk activities



Director of Assessment Department – SAEED with Strategic Alignment with MHRN Ministry of Human Resources and Nationalization (Saeed) _ 5 Feb 2018 – to October 2017

- Development of the Taqyeem (Assessment) project from the initiation stage .
- Project manager of the whole project With Strategic Collaboration with Ministry of Human resources and Nationalization.
- Recruitment and Capacity Development and Training of 200 Emirati Assessor into the Taqyeem Assessment project Accross all the Emirates Abudhabi ,Dubai and the Northern Emirates .
- Responsible for all the branches across UAE and the Operations Team to ensure the Quality Assurance and Review of reports Submitted by Assesors .
- ensure smoth transitions accross the UAE and operational call center and properly team Allocation accross the region and as per required requests .



Compliance Assurance Manager – DMCC (Dubai Multi commodities Center) _ August 2016 – 2018

Development of compliance Assurance Roadmap, methodology, process & procedures and Assurance protocol.

- Create risk-based approach for Compliance Assurance, which includes:
- Risk assessment of high risk activities
- Understanding, analysis and Planning: applicable laws, detailed analysis etc.

- Execution: communication, meetings and onsite visits.
- Reporting : Exit meetings
- Incorporate procedure and protocol
- Develop framework and implementation plan
- Incorporating laws and regulations consisting of Federal, national and international laws that apply or relate to DMCC

Dual regulation with DGCX / DCCC (Dubai Gold and Commodities Exchange)

- Agree with DGCX / DCCC on the joint protocol to mitigate the risks Joint inspections

Joint Inspection with SCA (Securities and Commodities Authority)

- Incorporate SCA rules and Regulation in Joint Inspection along with DMCC Precious metal Trading Requirement and DGCX bylaws.

Previous Metal Trading Sector on site detailed Assurance Reporting and provide inputs for Policy Amendment.

- Assessing international benchmarks or best practices AML (Anti money laundering)/ CFT policy and implementation.

Contribute to High performance culture, awareness and Quality Assurance

- Train the Trainer program for Induction Program about compliance.
- GRC (Governance Risk and Compliance)
- Leadership Academy (Building a high performance culture ◊ Relationship Versatility ...etc)



Audit Manager – Financial Audit Authority – Government section _ 2016

○ Professional Audit Experience:

- Responsible for planning and Monitoring the Executions and The Reporting for around 12 Government entities including all aspects from the Risk Assessment and planning the Resources and timing and follow-ups , on site visits and periodic monitoring further communication with the management and presentation .
- Developing on Documentation methodology Process and templates of Audit Procedures for Testin
- Responsible for Planning Executions on site visits Leading 2 Teams as special Projects police and tourism Department. And Reporting on the Audit Engagement.



External Government Auditor – (SAI) State Audit Institution

Sections: (PSU) Professional Service unit –Financial Audit Team – Quality Assurance Section _ 2012 to 2015

- Professional Audit Experience:
 - Worked in Quality Assurance team Assessing the SAI Audit Engagements, documentation and reporting.
 - Seconded to USA for 4 month in the International Auditor fellowship program (IAFP) 2014 in General Accountability Office in USA (GAO). Prepared a strategy paper "Enhancing the Audit Process of the State Audit Institution United Arab Emirates through the Quality Assurance Framework"
 - Performed Audits and issue Reports of final accounts and exceptions reports.
 - Manage and work with a team for big size audit entity and work individually for small entities.



State Audit Institution

Associate Auditor – (SAI) State Audit Institution October 2008 to 2012

- Professional Audit Experience:
 - Performed walkthroughs, risks and controls assessments and substantive tests over various business process such as Strategic planning, budgeting, human resource, revenue and procurement processes.
 - Issued significant audit findings derived from weaknesses noted during control environment assessment and exceptions from substantive testing and data analytical reviews.
 - Coordinated team/client meetings and handled audit assignments with minimum supervision from team leaders or seniors.
 - Through ACL and Microsoft Excel analytics, produced data analysis reports for assessing controls over revenue cycle and accounts receivable ageing process of a major aviation entity in the UAE.
 - Seconded to PricewaterhouseCoopers (PWC), Abu Dhabi for a special audit engagement where assisted the financial audit team in substantive testing of prepayment, accounts receivable, and cash accounts of an investment authority in the UAE.
 - Assisted a performance audit of major college/universities in the UAE, which formed as a basis for student funding from the UAE government.
 - Assessed the information management area within the control environment of a telecommunication regulating entity. This focused on reviewing entity-level controls over IT strategic planning, IT organization, IT policies and procedures, IT security, change management, risk assessment, business continuity, and disaster recovery plan.
- Other Activities:
 - Actively assisted new junior members of the audit team where informally discussed basic auditing concepts and highlighted the role of the State Audit Institution in the UAE.
 - Been involved in a number of awareness and promotional activities of the company. These required to conduct several presentations about the UAE State Audit Institution, promote its goals and to share professional experience to several business and accounting students from different universities.
 - Presented a thorough research and proposal to the Executive Director and Training Manager of the Professional Services Unit for improving the training and development policies of the UAE State Audit Institution.
 - Been part of a project team that evaluated a major IT investment for data and records management system for the UAE State Audit Institution. This required thorough understanding of audit documentation and data storage activity of the company



Internship at(RAK Free Trade Zone) , in Summer 07

-From 17th June to 22nd July 2007 _ Sept 2007 – Dec 2007 4 Months

-Work at different Departments. i.e. Accounting Dep. And Internal Auditor, Cashier, Purchase Dep., HR Dep., Admin.

Some work Tasks:

- Accounting Dep.:

Entering Data i.e. Record the petty cash voucher, Receipt Voucher, renewal of license. Dates and cancelled into excel sheets.

-Purchase Dep.:

arrange files of RFQ (requisition form quotation), LPO (local Purchase order) Send FAX and Email to get list of prices from different suppliers and compare the Quality (brand) and price.

-Admin Dep.:

Make some new ID card, renewal for customers Or for stuff Using the GUARD CARD program

Training and Development

- Leadership Academy (DMCC) innovation in leading , 2017
- Train the Trainer (DMCC) 2017

- Coaching for Management (DMCC) 2017
- GRC – Governance Risk and compliance Training AML / CFT (DMCC) 2017
- Toastmaster Public Speaking Actively Participated in the Contest and winning

- Attending conferences and representing SAI UAE in the UK and USA

- Seconded to the General Accountability Office (GAO) in the USA for four months (15 March 2014 to 15 July 2014) as part of the International Auditor fellowship program (IAFP) 2014. Main Training Areas:
 - **General GAO Training:** Organisation of GAO; Congress Communication; Developing/Implementing Policy and Methodology at GAO; GAO's Field Offices Responsibilities.
 - **Auditing, Report Writing, and Interviewing Skills:** Approach and Selection Methodology; Evidence and Documentation Fundamentals; Internal Controls; Interviewing Skills; Referencing; Report Writing and Reviewing; Managing the Writing Process; Performance Auditing; Statistical Sampling; International Perspectives; Auditing for Fraud, Waste, and Abuse.
 - **IT Topics:** Data Communications; IT Auditing Methodology
 - **Training and Management Topics:** Assessing, Delivering, and Evaluating Training; Critical Thinking; Effective Presentation Skills;

Strategies in Introducing Organizational Change; Leadership Skills; Managing Yourself and Your Staff in a Changing Environment; Starting and Maintaining High Performing Teams; Strategic Planning.

- Other Trainings:
 - 17-18 November 2012 GCC Training in Dubai SAI:
 - 20-31 October 2013 Ernest & young Training:
 - 29/9-3/10/2013 GCC Training in Kuwait SAI:
- Auditing from corporate Governance perspective.
 - Introduction to External Auditing.
 - Participate in the work shop and make presentation about «Final analytical examination of the accounts and financial Statements of the independent institutions»
- SAI In-House Training:
- IT skills: Teammate, Advance Excel, ACL
 - Soft Skills and Development : dealing with difficult People/Client , presentation skills, Stress management , Involved in Coaching and Mentoring Program
 - English skills: Professional development English course
 - Audit Methodology & skills: Audit Methodology and Framework update every year, Audit Report writing, writing Exceptions criteria.
 - International Standard: International Accounting Standard (IAS), International Financial Reporting Standard (IFRS), International standard of Auditing (ISA) International Public Sector Accounting Standards (IPSAS)
 - CGAP Training Certified Government Auditing professional
 - Laws & Regulation: UAE federal laws and regulations in Regard to HR , Procurements...etc.