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February, 2013

Dear Sir,

After twelve years of working in international organizations and Islamic Banking, I believe it is time for me to consider my next career move. Joining an organization like your respectable firm well recognized in IT solutions development and implementation seems to be both exciting and rewarding. I am particularly interested in the type of projects it undertakes and the training opportunities it provides to its staff.

Details of my education, experience and achievements are included in the attached resume for your consideration.

I look forward to the opportunity of being invited to an interview to further express my interest in joining your company and discuss in more details how my experience and qualifications would be of added value to your respectable company.

Sincerely,

Noha Khalil Amin

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Noha Khalil Amin



Introduction

My name is **Noha Khalil Amin** , I hold a B.Sc. in **Computer Engineering**.

Currently, I am working as a **Information Security Unit Head** at **Kuwait Finance House-Bahrain**.

I am an **ISO 27001 LA (ISO 27001 Lead Auditor)**, **CISM** (Certified Information Security Manager), **CEH** (Certified Ethical Hacker), **ITIL** Services Management Foundation Certified, **CCDA** (Cisco Certified Design Associate), **CCNA** (Cisco Certified Networking Associate), **MCSE** (Microsoft Certified Systems Engineer), and I hold a **Post Graduate Diploma in IT**. In addition to passing the **Routing Exam and Switching Exam of Certification of** Cisco Design Profesional (CCDP).

Currently, I'm preparing to complete my **CRISC** (Certified in Risk and Information Systems Controls) Certificate as self study.

Have Good Experience in Field of Information Security Controls such as Business Continuity/Disaster Recovery Planning, Developing IS Policies & Procedures fo banking systems, Penetration Tests and Vulnerability Assessments, and Applying ISO and PCI-DSS requirements into the firm.

Possess excellent ability to quickly master new products, particularly the latest Security, Networking and Internet technologies.

Seize excellent Presentation skills backed up by my technical experience as a project manager which help me to play the managerial role efficiently.

Acquire excellent People & Communication skills with peers and customers, contribute to corporate objectives as a team player.

Below are my Qualification, Certification, Professional Skills included in My C.V. with all my details.

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Objective

A challenging position with a progressive organization that will effectively utilize my engineering creativity , as well as building on my previous experience.

Assets

- Excellent communication, interpersonal, intuitive and leadership skills.
- Proven ability to work efficiently in both independent and teamwork environments.
- Quick learner with an ability to rapidly achieve organizational integration assimilates job requirements and employs new methodologies.
- Energetic, self-motivated and a team player.
- Act easy in high stress environments requiring superior ability to effectively handle multi-task of responsibility.

Core Competencies

- Experience in IS of Banking Sector
- Designing Disaster Recovery Plans
- Preparing IS Policies and Procedures
- Applying ISO, PCI-DSS and ITIL standards
- Preparing and Handling Penetration Tests and Vulnerability Assessments

Employment Experiences



2008-Current

Kuwait Finance House-Bahrain

Bahrain

Information Security Unit Head

Solid Line Reports administratively to the IT Department head – Information Technology / Communication. On security breaches and threats is Doted Line Reports them to Assistant General Manager – Support Services Group (SSG) / DGM and Internal Audit.

- Responsible for Implement, Maintain, Auditing the latest security policies and standards to ensure integrity of the IT systems, internal processes and good level of knowledge / awareness of all bank staff on Information Security aspects and rules.
- Serves as domain expert and reference for Information Security.

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- Manage the planning and development of the Bank's IT Information security strategy in terms of systems, internal processes and ISO certification
- Manage Information Security projects and all non compliance reported related issues
- Reports security breaches and major threats to Assistant General Manager – Support Services Group (SSG) / DGM, IT department head and Internal Audit
- Support and guide the preparation of the Information Security policies and procedures and ensures that these policies and procedures are up to date.
- Support and guide for maintaining KFH staff awareness of Information Security best practices, policies and procedures
- Ensure that ITS (International Turnkey Systems) FM (Facility Management) unit adheres to the Information Security policies and procedures related to FM
- Develop incident management (response to security incidents and alarms)
- Develop a business continuity plan (disaster preparedness efforts)
- Assessing risk and evaluating the current security requirements
- Organizes budgets and physical resources through planning, and directs teams of information security specialists.
- Organise and develop IT Information Security training plan in order to improve unit resources awareness and knowledge on Information Security aspects and rules
- Address any lack of awareness and knowledge of bank staff on Information security best practices, polices and procedure and develop the right training courses.
- Set all the security parameters on IT system and communication infrastructure and enabling all effective methods of monitoring and audit trails
- Develop and maintain Information Security polices and standards
- Support and guide in ISO certification processes and the regular auditing and manage in resolving any reported non compliance issues.
- Manage implementing Information security recommendations for all IT systems and communication infrastructure
- Manage users Acceptance Testing (UAT) phase of Information security projects
- Ensure that KFH staff adhere to the Information Security policies and procedures related to them
- Audits IT systems for proper security updates and patches
- Forensic Investigation - collects and analyzes evidence on the motives, cause, and impact of information security incidents
- Reviews the development, testing and implementation of security plans, products and controls techniques
- Conducts active penetration tests; discovers vulnerabilities in information systems



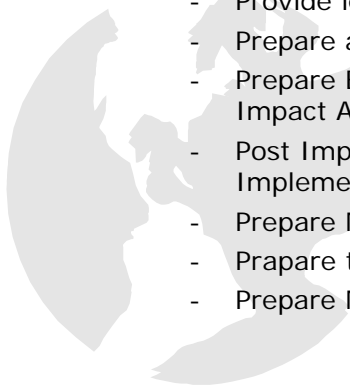
IT Security Manager

- Documenting the information security policies and procedures instituted by the organization's Information Security Committee
- Implementing the organization's information security policies and procedures
- Coordinating the activities of the Information Security Committee
- Providing direct information security training to all employees, contractors, alliances, and other third parties
- Monitoring compliance with the organization's information security policies and procedures among employees, contractors, alliances, and other third parties, and referring problems to appropriate department managers or administrators
- Monitoring internal control systems to ensure that appropriate information access levels and security clearances are maintained
- Performing information security risk assessments and serving as the internal auditor for information security processes
- Preparing the organization's disaster recovery and business continuity plans for information systems
- Serving as an internal information security consultant to the organization
- Monitoring advancements in information security technologies
- Monitoring changes in legislation and accreditation standards that affect information security
- Initiating, facilitating, and promoting activities to foster information security awareness within the organization
- Serving as the information security liaison for users of clinical, administrative, and behavioral systems
- Reviewing all system-related information security plans throughout the organization's network, and acting as liaison to the Information Systems Department

Network Security Officer-Part Time

- Taking the responsibility of the technical part of the answers to requests for information

- Responsible for security oversight and administration of systems and networks supporting trusted operating systems and multilevel security network hardware involving various platforms.
- Knowledge of multilevel security (MLS) including mandatory access controls and labeling, least privileged tailored access, intrusion detection systems, firewalls, high-to-low security guards, and information
- Plan and perform difficult and complex assignments to develop new network security methods, approaches, and procedures.
- Provide advice, guidance, and consultation on a wide range and variety of complex Information Technology (IT) Security issues.
- Interpret IT Security policies, standards, and guidelines to implement and document appropriate security controls.
- Develop Security Assessment in addition to Plan, Write, and Evaluate IT Security Plans and Test Procedures
- Select, Evaluate, and Utilize appropriate automated testing tools (scanning tools, vulnerability tools, penetration and detection tools, etc.) and interpret / prioritize the results.
- Provide leadership to other employees
- Prepare annual IT plans
- Prepare Business Continuity/Disaster Recovery Plans (including Business Impact Analysis [BIA], Risk Assessment [RA])
- Post Implementation Review (PIR) for Great Planis Application Implementation and Prepare the GAP analysis
- Prepare Network Diagrams
- Prepare the change control processes
- Prepare NDAs (Non-Disclosure Agreement)



Dec 2004-March 2005

PMC- Prime Minister Court

Bahrain

IT Specialist-On Project Assigment

- Train and Introduce PMC staff for Information Technology for e-Government project.
- Taking the responsibility of the technical part of the answers to requests for information
- PMC Portal Development and Administration
- Technical Support
- On Site Supporting Users for both Hardware & Software Problems
- Development for the ministries projects database

- Attending technical meetings to evaluate supporting solution providers
- Preparng standards for e-PMC



Feb 2004-Dec 2004 New Horizons Training Center Bahrain

Technical Instructor

- CCNA Tracks (Cisco Certified Network Associate).
- MCSE 2003Tracks (Microsoft Certified Systems Engineer).
- MCSA 2003 Tracks (Microsoft Certified Systems Administrator).
- MOUS 2003 Tracks (Microsoft Office User Specialist).



Jan 2003-Jan 2004 MCSD-Egyption Stock Egypt

(Misr for Clearing, Settlement, and Central Diposiroty)

Systems Engineer - Security Department

- Provide technical support to the members of the MCSD members.
- Administer the network infrastructure and software systems
- Perform maintenance functions on the local-area network including backups, user access, and data security
- Develope, manage, and evaluate maintenance and repair procedures for equipment
- Manages the Lan/Wan data communication network
- Implements and supports the operating systems and tools used within all departments
- Maintains departmental based server equipment both hardware and software
- Technical Troubleshooting
- Creating & Administering User Accounts
- On Site Supporting Users for both Hardware & Software Problems



Feb 2001-Jan 2003

BMB Group

Egypt



BMB is an official **Cisco Systems Partner – Silver Certified**, VPN Security Specialist, Wireless LAN Specialist, providing a high level service in Security, LAN and WAN. BMB is also **Microsoft Inc. Partner - Golden Certified. Surf control & Qualys** Partner.

Moreover BMB received the Cisco Excellence Award “for outstanding service and Technical Innovation to customers in the Middle East” in Dubai in January 2001.

In February 2001, BMB has become the **first networking systems integrator in the Middle East and Africa to achieve certification for Cisco Systems “Advanced, Security Specialization”**.

Pre-Sales Engineer

(Cisco Silver Partner, Microsoft Gold Partner, Advanced Security Specialist)

- Presales Engineer to support the sales team in the qualification, analysis and presentation of a suite of products and services to existing and prospective clients .
- Providing technical support to the internal sales force during prospecting phases and following up of the accounts (WAN and VPN systems; Routers, Switches,PIX Firewalls)
- Taking the responsibility of the technical part of the answers to requests for proposal / for information
- Preparing Proposals and Quotations
- Penetration Test, Web Filtering and E-Mail Filtering
- Contacting clients by phone to arrange meetings.
- Meeting with clients to gain a full understanding of their business. Following up with Clients
- Attending open days and exhibition

Education



1995-2000 Higher Institute of Eng. 6th October Univ. 6th Oct.

B.Sc., Computer Engineering .

- Graduation grade : Excellent with Degree of Honor.
- Graduation Project grade : Excellent .
- Graduation Project : Data Acquisition System (Designing and Implementing Hardware and Software for Data Logger System)

Professional Training

2011 InfoSecurity Lab-USA Bahrain
Strategies for complying with the PCI-DSS



2010 BIBF Bahrain
Basel II – Basic level course



2009 Kuwait Finance House Bahrain
Sharia of Islamic Banking and Investment Training Program



2008 Center of Risk Management Governance & Compliance Bahrain
Anti Money Laundry Training Program

2008 BIBF Bahrain
Elements of Banking



2005 BIT Center Bahrain
Microsoft SharePoint Boot Camp



- Microsoft SharePoint Administration and Development

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2004 New Horizons Training Center Bahrain
Train The Trainer Course



- Microoft Windows 2003 Track
- Cisco CCNA Track
- Desktop Office Applications Track

2002 CISCO ACADEMY Cairo
National Telecommunication Institute Scholarship



- CCNA : CISCO Certified Network Associate
- CCNP :CISCO Certification Network Professional

2001 Future Generation Foundation-OMS Cairo, Nasr City
Microsoft Windows2000 Track Scholarship

- MCSE : Microsoft Certified Systems Engineer (Attend Course and Gain Certificate)

2001 ITI-IDSC (Information & Decision Support Center) Cairo
Diploma in IT (VLSI and EDA Development tools)



- Diploma in Very Large Scale Integration Systems under super vision of "Mentor Graphics" cooperated with Egypt Prime Minister Court-Information Technology Inistitue

Professional Certificates

2010 ISACA Bahrain

- **CISM (Certified Information Security Manager)**



2009 EC Council Bahrain

- **CEH (Certified Ethical Hacking)**



2007 ITIL Bahrain

- **ITIL Services Management Foundation Certified**



2002 CISCO ACADEMY Cairo
National Telecommunication Institute Scholarship



- CCNA : CISCO Certified Network Associate
- CCDA : CISCO Certified Design Associate



2001 Future Generation Foundation-OMS Cairo, Nasr City
Microsoft Windows2000 Track Scholarship

- MCSE : Microsoft Certified Systems Engineer (Attend Course and Gain Certificate)

2001 ITI-IDSC (Information & Decision Support Center) Cairo
Diploma in IT (VLSI and EDA Development tools)

- Diploma in Very Large Scale Integration Systems under super vision of "Mentor Graphics"



Awards

- Microsoft Scholarship for MCSE Tracks by Future Generation Foundation
- Cisco Scholarship for CCNA and CCNP by Egyptian Ministry of Communication
- Ideal Student prize for the Egyptian Universities 1998.
- Ideal Student prize for the 6TH of October Univ. 1995-1999
- Many prizes of El-Zohour Sporting Club.
- Short stories and Freehand prize of 6TH Oct. Univ.
- Many Educational prizes

Hobbies

- Sport : Playing Squash, Speed ball, Ping Pong, Koroket, Aerobics, Volley ball, Walking.
- Music: Listening.

- Drawing : Freehand

Personal Data

Date of Birth:	July 2ND , 1977
Place of Birth:	Cairo
Nationality :	Egyptian
Gender :	Female
Marital Status :	Married and have two kids
Religion :	Muslem
Language :	Arabic – Mother Tongue English – Very Good

References

Furnished Upon Request

