



LAILA MAHMOUD

I have experience in internal auditing, including conducting risk assessments, implementing internal control procedures, and performing data analysis. I have been actively seeking opportunities to enhance my skills and knowledge in cybersecurity. I've enrolled in online courses, attended webinars, and joined professional networking groups to stay updated with the latest trends in the field. I can work independently, using my own initiative, or as part of a team.

PERSONAL

- Name**
Laila Mahmoud
- Address**
80154
- Phone number**
66757477
- Email**
layl_121@hotmail.com
- Date of birth**
07-06-1992
- Nationality**
Qatari

INTERESTS

- Voluntary
- Developing my programming skills
- Reading and exploring
- Solve puzzles



EDUCATION AND QUALIFICATIONS

- Aug 2016 - Jan 2020 **Bachelor in Accounting**
Qatar University



WORK EXPERIENCE

- Nov 2020 - Present **Internal Audit Researcher Second**
Primary Health Care Corporation
 - Performed internal audits of financial and departmental operations, developing risk assessments, and conducting process walkthroughs for compliance with documented processes.
 - Developed an auditing program to address risks and evaluate regulatory requirements.
 - Evaluated the company's policies to determine how well standards adhered to best practices.
 - Performed strategic planning, execution, and finalization of audits using data analytics and critical thinking skills.
 - Reviewed and identified risks, analyzed controls, and tested compliance.
 - Self-motivated, with a strong sense of personal responsibility.
- Dec 2019 - Jan 2020 **Purchasing Department Volunteer**
Katara
Administered managerial oversight to coordinate the procurement of materials required in construction projects, focusing on the quality assurance of materials and ensuring compliance with project specifications and contractual obligations. Additionally, I conducted an audit of the procurement process, including an assessment of vendor performance and the identification of areas for improvement in procurement practices and procedures.
- Mar 2011 - Jun 2013 **Secretary Coordinator**
Public Works Authority (Ashghal)
 - Improved office operations by automating client correspondence and record tracking and data communications.
 - Organized meetings for executives and coordinated the availability of conference rooms for participants.
 - Interceded between employees during arguments and diffused tense situations.
 - Kept high average of performance evaluations.



COMPUTER SKILLS

- Microsoft Word ★★★★★
- Excel ★★★★★

PowerPoint



Outlook



COURSES



Jan 2024 - Present

Qatar Leadership Center



TRAINING AND DEVELOPMENT

List of Courses 2021:-

1. Internal Audit in Crisis and Post-Crisis Challenges Course, with a duration of 4 hours.
2. Coordination between Internal Audit Management and External Auditors Course, with a duration of 3 hours.
3. Public Employee Bribery Course, with a duration of 6 hours.
4. Tender and Auction Committees Course, with a duration of 4 hours.
5. International Standards for Professional Practice in Internal Auditing Course, with a duration of 8 hours.
6. Quality Assurance and Improvement for Internal Auditing Course, with a duration of 4 hours.
7. Writing Audit Reports according to International Standards Course, with a duration of 8 hours.
8. The Role of Internal Audit in Evaluating Governance Operations Course, with a duration of 4 hours.
9. Preparation and Execution of the Annual Internal Audit Plan.
10. Secretary Authority Guide and Basic Requirements for Presentation to Committees according to the provisions of the Tender and Auction Law, with a duration of 4 hours.
11. Internal Audit Charter Course for Internal Audit Management and Units, with a duration of 8 hours.
12. Relationship between Internal Auditor and External Auditor Course, with a duration of 5 hours.
13. Contract Execution Issues Course, with a duration of 8 hours.
14. Risk-Based Auditing Program, with a duration of 10 hours.
15. Welcome Program for New Employees with the Ministry of Development, with a duration of 40 hours.
16. Awareness of Cybercrimes Course.

List of Courses in 2022:-

1. Fundamentals of Internal Audit with the State Audit Bureau, with a duration of 4 hours.
2. Institute of Internal Auditors Conference IIA, with a duration of 4 hours.
3. Contract Implementation Procedures with the State Audit Bureau, with a duration of 6 hours.
4. Internal Audit in Crisis and Post-Crisis Challenges Course, with a duration of 3 hours.
5. Fundamentals of Internal Audit with the State Audit Bureau, with a duration of 4 hours.
6. Institute of Internal Auditors Conference with IIA, with a duration of 4 hours.
7. Fundamentals and Practices of Internal Audit with the State Audit Bureau, with a duration of 9 hours.
8. Fundamentals of Internal Audit and Administrative Audit with the Ministry of Development, with a duration of 120 hours.
9. Preparation and Execution of Detailed Plans with the Civil Service and Government Development Bureau, with a duration of 20 hours.
10. Problem Solving and Decision Making with the State Audit Bureau, with a duration of 4 hours.
11. Core Governance Course with the State Audit Bureau, with a duration of 4 hours.
12. Workshop on International Standards for Professional Practice in Internal Auditing (Standards) with the Institute of Internal Auditors, with a duration of 4 hours.
13. Preparation and Execution of the Annual Internal Audit Plan with the State Audit Bureau, with a duration of 8 hours.
14. Procedures and Oversight of Tender and Auction Committees with the State Audit Bureau, with a duration of 8 hours.
15. Preparation and Execution of the Annual Internal Audit Plan with the State Audit Bureau, with a duration of 8 hours.
16. Psychological Safety Program, with a duration of 4 hours.

List of Courses in 2023:-

1. Fundamentals and Practices of Internal Audit with the State Audit Bureau, with a duration of 9 hours.
2. Conference on the Uses of Artificial Intelligence and Data Analysis in Internal Audit with the Institute of Internal Auditors, with a duration of 5 hours.

3. Contract Execution Issues with the State Audit Bureau, with a duration of 8 hours.
4. Let's Change the Way We See Risk, in collaboration between IIA & PWC, with a duration of 5 hours.
5. Preparation and Execution of the Annual Internal Audit Plan with the State Audit Bureau, with a duration of 10 hours.
6. Internal Audit Skills and Competencies Program with the State Audit Bureau, including:
 - I. Fundamentals of Internal Audit, with a duration of 12 hours.
 - II. Practices of Internal Audit, with a duration of 12 hours.
 - III. Internal Audit Knowledge Elements, with a duration of 10 hours.
7. Conference on Emerging Internal Audit Issues in Corporate Governance, Engineering, and Technology with the Institute of Internal Auditors, with a duration of 5 hours.
8. Preparation and Execution of the Annual Internal Audit Plan with the State Audit Bureau, with a duration of 8 hours.
9. Role of Internal Audit according to the COSO Initiative with the State Audit Bureau, with a duration of 8 hours.

List of Courses 2024:-

1. Domestic Waste Management with PHCC.
2. Problem-solving and decision-making with PHCC.
3. Building and managing work teams with Civil Service and Government Development Bureau, with duration 20 hours.
4. Goal management and self-confidence with PHCC.
5. Job excellence and its impact on performance with PHCC.
6. The impact of motivation on performance quality with PHCC.
7. Social interaction with PHCC.
8. Interpersonal and Social skills with PHCC.
9. Brave - IIA QATAR 7th National Conference on Internal Auditing.