

GENERAL INFORMATION

Vision

BIBF is the institute for choice for the development of business professionals

Mission

Leadership through providing ongoing education for business professionals

Members of the Specific Council for Vocational Training (Banking Sector)

H.E. Rasheed Mohammed Al Meraj

Governor
Central Bank of Bahrain

Mr. Murad Ali Murad

Chairman
Bank of Bahrain & Kuwait

Mr. Adnan Yousef

Chief Executive Officer
Albaraka Islamic Bank

Mr. Yassir Al Baharna

Chief Executive Officer
Arab Insurance Group

Mr. Jean-Christophe Durand

Head of Territory
BNP Paribas

Mr. Takuya Furuya

President
Nomura Investment Banking

Mr. Gary Long

Chief Operating Officer
Investcorp Bank

Mr. Ibrahim Al Qassab

Chairman of Bankers Union
General Federation for Bahrain Workers

Mr. Redha Ahmed Hubail

Assitant Under Secretary for Training
Ministry of Labour

Mr. Garry Muriwai

Director
BIBF

BIBF's Strategic Partners

BIBF continues to be the benchmark for excellence in professional education, training and development. It provides several programs linked to international professional qualifications and is the examination center for some of these qualifications. Sample professional designations for which BIBF conducts, preparatory courses include:

- Chartered Financial Analyst, CFA
- Chartered Certified Accountant, ACCA
- Certified Public Accountant, CPA
- Chartered Management Accountant, CMA
- Certified Internal Auditor, CIA
- Financial Risk Manager, FRM
- Associateship of Chartered Insurance Institute, ACII
- Chartered Property and Casualty Underwriter, CPCU

BIBF also continued to pursue the strategic alliances to reach out to and serve new markets. Its partnerships now range from banks to education institutions worldwide, and include:

- Darden Graduate School of Business Administration, University of Virginia
- DePaul University
- Bentley University
- Cambridge University International Examinations
- University of Wales
- US Securities Exchange Commission
- *ifs* School of Finance, UK
- The Chartered Insurance Institute (CII), UK
- Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain

Users of BIBF

BIBF's participating organizations come from different corners of the world; Kingdom of Bahrain, Bangladesh, Egypt, Iraq, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Sri Lanka, Sudan, Sweden, Syria, Tanzania, United Arab Emirates, and Yemen.

Policies and Procedures

Registration

For enrollment in BIBF courses a registration form has to be completed and sent to the Registrar by individuals or sponsoring organizations. This form can either be mailed, faxed or e-mailed to registrar@bibf.com or infodesk@bibf.com

Withdrawal / Cancellation of Courses

The Institute offers courses on the basis that there will be sufficient participants to justify holding the course. Courses may be cancelled or re-scheduled if there are insufficient numbers of participants. The Institute's liability in the event of such cancellation will be limited to a refund of any course fees already paid.

In the case of cancellations by participants, fees will only be refunded if a written notice of cancellation is received by the Institute not less than two weeks prior to the commencement of the course/program in question. If the notice of cancellation was received less than two weeks prior to the start date of the course, substitute participants are permitted.

Attendance

Participants should attend the full duration of the course as scheduled. In the event of a participant leaving the course early (dropped out), e.g. attend two days out of a four days course, they will be required to do the entire course again and pay the full fee if they wish to receive a certificate. In case of a participant dropping out from a course the total fee will be charged irrespective of the number of days attended.

Examinations

Many courses include a formal examination during which candidates are not allowed to communicate with each other or use other unfair practices. Contravention of these requirements will result in cancellation of test papers and written reports will be submitted to employers.

Evaluation/Issuance of Certificates

A performance evaluation will be made to participants attending certain courses of a technical nature with duration of one week or longer. In these instances, an individual appraisal will be forwarded directly to the sponsoring organization and a certificate awarded to participants attaining the requisite standard. Participants in all other courses and seminars will be presented with an attendance certificate.

Enquiries

Requests for information should be directed to:

The Information Desk

P.O. Box 20525

Manama, Kingdom of Bahrain

Telephone: (+973) 17 815559, 17 815555

Fax: (+973) 17 729 928

E-mail : infodesk@bibf.com

Special Services

Library

- The BIBF library collection consists of books and periodicals both in Arabic and English.
- About 3050 books on a variety of subjects; Banking, Accountancy, Economics, Information Technology, Finance, Management, Islamic Finance, Insurance, Risk Management, English, and Marketing.
- Around 210 training videos.
- Around 50 periodicals on Banking & Finance.
- Internet access via 3 user workstations.
- 8 local newspapers daily.

Membership:

- To obtain a membership please contact: library@bibf.com
- Non levy participants can also subscribe at a yearly fee of BD20/-

Library Timing:

Sunday to Thursday: from 07:00 a.m. to 02:30 p.m. and from 05:00 p.m. - 8.30 p.m.

Use of Rooms and Equipment

The Institute offers its training rooms (when available) and equipment for use by member institutions for their own seminars and meetings. A nominal fee will be charged to cover costs. For more details you may send a written request to fadheela@bibf.com

Visa Procedures

GCC nationals and residents do not require a visa for the Kingdom of Bahrain. All other nationalities should have an entry visa, which BIBF can arrange. Should you wish that the Institute obtains an entry visa for you, please mail or Fax a copy of your passport at least 15 days prior to the course starting date. Visa costs will be charged to the participant.

Accommodation & Transportation

Hotel accommodation and transportation costs are the participant's own responsibility. Should you wish that the Institute arrange accommodation for you, please email our Information Desk on infodesk@bibf.com for assistance.

Assessment Center

The assessment center in the BIBF conducts the following:

- Mathematics and Logic Test.
- Admission Test for Certificate in Personnel Practice Programme (CPP) & Certificate in Training Practice Programme (CTP).
- Admission Test for Cambridge International Diploma in Management.
- English Placement Test (Computer-based).
- Psychometric Testing.
- IT Placement Test (Computer-based).

Useful Information for Participants

Office Hours

- Sunday through Thursday 7:00 a.m. – 2:30 p.m.
Reception & Information Desk remain open until 9:00 p.m.
- Saturday - Reception & Information Desk open from 7:30 a.m. – 9:00 p.m.

Parking

Ample-parking space available for participants adjacent to the BIBF premises.

Reception

On the first day of the course, participants should proceed to the Reception Area at the ground floor to register for the course at least 15 minutes before the course starts.

Breaks

There are two short breaks during the training course.

Prayer Room

Gents' Prayer Room is located in the ground floor, and Ladies' Prayer Room on the first floor of the building.

Cafeteria

The Cafeteria is located on the first floor of the building.

Mobile Telephone

To avoid disturbances during training, we require that participants TURN-OFF mobile telephones while in the training room.

Smoking

Smoking is NOT permitted on the BIBF premises.

Dress Code and Personal Conduct:

The BIBF is a professional institute and wishes to maintain such standards throughout its programs. Participants attending courses at the BIBF are to behave and dress accordingly.

GENERAL INFORMATION

Key Contacts

Name	Position	Phone	E-mail
Director's Office			
Garry Muriwai	Director	+973 17 85500	garry.muriwai@bibf.com
Ebtisam A. Saad	Executive Assistant	+973 17 85501	ebtisam@bibf.com
Human Resources			
Hussain Ismail	Deputy Director	+973 17 815544	hismail@bibf.com
Hassan Abbas	HR Officer	+973 17 815557	hgabbas@bibf.com
Operations Department			
Khalid Al Medfaie	Operations Manager	+973 17 815518	kalmedfaie@bibf.com
Fadheela Al Sharaf	Administrative Assistant	+973 17 815537	fadheela@bibf.com
Noora Buhazza	Librarian	+973 17 815534	library@bibf.com
Nawal Saif	Registrar	+973 17 815581	nsaif@bibf.com
Sarah Saade	Assistant Registrar	+973 17 815550	ssaade@bibf.com
Farooq AbdulQader	Administrative Assistant	+973 17 815528	farooq@bibf.com
Marwa Ahmed	Administrative Assistant	+973 17 815536	marwa@bibf.com
Muqtada Al Oraibi	Administrative Assistant	+973 17 815502	Muqtada@bibf.com
Nasreen Aqeel	Administrative Assistant	+973 17 815543	nasreen@bibf.com
Ahmed Al Alawi	Information Desk Attendant	+973 17 815559	alalawi@bibf.com
Bader Al Ameer	Information Desk Attendant	+973 17 815559	alameer@bibf.com
Nasser Al Khayat	Receptionist	+973 17 815555	nasser@bibf.com
Sultan Al Rumaihi	Information Desk Attendant	+973 17 815579	infodesk@bibf.com
Allan Mauleon	IT Support	+973 17 815552	amauleoun@bibf.com
Joey Dagami	IT Support	+973 17 815552	joey@bibf.com
Hassan Khamis	Supervisor, General Services	+973 17 815511	hak@bibf.com
Abdul Mutaleb Abdulla	Office Assistant	+973 17 815514	aali@bibf.com
Hussain Askari	Office Assistant	+973 17 815514	haskari@bibf.com
Mohammed Abdulkhalig	Driver	+973 17 815514	

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Name	Position	Phone	E-mail
Finance Department			
Ali Abdulla Zubari	Finance Manager	+973 17 815599	azubari@bibf.com
Christine S. Al Arayedh	Finance Officer	+973 17 815532	c_alarayedh@bibf.com
Mahdi AbdulNabi	Accounts Assistant	+973 17 815508	mahdi@bibf.com
Redha Mohammed	Finance Officer	+973 17 815558	rhassan@bibf.com
Marketing and Communications Department			
Christopher R. Carston	Marketing & Communications Manager	+973 17 815538	cristopher@bibf.com
Amal Al A'Ali	Marketing Officer – Youth and Digital	+973 17 815553	aalaali@bibf.com
Eman Al Khayat	Marketing Officer – PR, Publications and Internal Branding	+973 17 815564	ealkhyat@bibf.com
Gerry Palad	Web Master/Graphic Designer	+973 17 815503	gerry@bibf.com
Quality Assurance Department			
Dr. Subhadara Ganguli	Head: Quality Assurance	+973 17 815515	sganguli@bibf.com
Banking and Finance Learning Center			
Dr. Sat Paul Parashar	Head of Center: Banking	+973 17 815588	parashar@bibf.com
Khulood Al Thaqafi	Administrative Assistant	+973 17 815521	khulood@bibf.com
Dr. Jyothi Rao	Senior Lecturer	+973 17 815513	jpgao@bibf.com
Subramanian Ravi	Senior Lecturer	+973 17 815572	s.ravi@bibf.com
Chithra Suresh	Lecturer	+973 17 815598	chithra@bibf.com
Inuwa G. Affa	Lecturer	+973 17 815568	iaffa@bibf.com
Accounting and IT Learning Center			
Namasiku Liandu	Head of center: Accounting and IT	+973 17 815512	ndliandu@bibf.com
Syed Amir Zahid	Senior Lecturer	+973 17 815570	amir@bibf.com
Hafiz Qaisar Raza Khan	Lecturer	+973 17815561	hafiz@bibf.com
Mahmood Abdulla	Lecturer	+973 17815580	mahmood@bibf.com
Nedhal Al-Faraj	Lecturer	+973 17 815551	nalfaraj@bibf.com
Yousif Faraj	Lecturer	+973 17 815516	yousiffaraj@bibf.com
Insurance Learning Center			
Husain Al Ajmi	Assistant Director, Business Development & Head of Center: Insurance	+973 17 815566	halajmi@bibf.com
Wafa Al Durazi	Administrative Assistant	+973 17 815542	wafa@bibf.com
Dr. Tarek Seif	Senior Lecturer	+973 17 815510	tseif@bibf.com
Ali Mohasen	Lecturer	+973 17 815587	amohsen@bibf.com
Manal Mohammed Mashkoor	Lecturer	+973 17 815574	manal@bibf.com
Yousif Darwish Abedali	Lecturer	+973 17 815567	ydarwish@bibf.com

GENERAL INFORMATION

	Position	Phone	E-mail
Finance Department			
Kadri Rizk	Head of Center: Leadership and Management	+973 17 815565	krizk@bibf.com
Sana Sarwani	Administrative Assistant	+973 17 815529	ssarwani@bibf.com
Muneer Mohammed Saeed	Senior Lecturer	+973 17 815533	muneer@bibf.com
Dr. Vijayalaxmi Moovala	Senior Lecturer	+973 17 815569	vijaya@bibf.com
Dr. Vivek Kumar	Senior Lecturer	+973 17 815531	vkumar@bibf.com
Bader Abbas Al Nasser	Lecturer	+973 17 815577	bader@bibf.com
Islamic Learning Center			
Mahmood Al Shehabi	Head of Center: Islamic Finance	+973 17 815530	mshehabi@bibf.com
Sumayya Zainalabedin	Administrative Assistant	+973 17 815584	sumayzain@bibf.com
Dr. Ahmed Assad Mahmoud	Senior Lecturer	+973 17 815520	asad@bibf.com
Nedal El-Ghattis	Senior Lecturer	+973 17 815525	nedal@bibf.com
Sayd Farook	Research and Development Manager/Senior Lecturer	+973 17 815571	sfarook@bibf.com
AlFatih G. Aryasantana	Lecturer	+973 17 815539	alfatihgp@bibf.com
Academic and Executive Learning Center			
Dr. Mohammed Al Khozai	Head of Center: Academic & Executive	+973 17 815522	malkhozai@bibf.com
Zahra Tabbara	Academic & Executive Coordinator	+973 17 815509	ztabbara@bibf.com
Wasseem Mirza	Academic & Executive Coordinator/Lecturer	+973 17 815592	wasseem@bibf.com
Lameea Mohammed	Administrative Assistant	+973 17 815523	lameea@bibf.com
Parween Haji	Administrative Assistant	+973 17 815524	phaji@bibf.com
Sameera Al Khal	Administrative Assistant	+973 17 815526	sameera@bibf.com
Martin Smithies	Senior Lecturer	+973 17 815505	martin.smithies@bibf.com
Madhavi Tiwary	Senior Lecturer	+973 17 81 5573	mtiwary@bibf.com

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