

Zinvest Internship Program Application Manual



Internships- 2007
Program established since 2005
11 graduates to date.

Zumorroda Investment for Asset Management Company
Sharq – Ahmed Al-Jaber Street
Dar Al-Awadi Complex
intership@zinvest.com

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1. Company Overview

a. Company Profile

Al Zumorroda (*Emerald*) Investment for Asset Management Company Z-INVEST is a closed partnership Company with a start up capital of KD 20 million (USD 70 million). The group companies and related parties net worth is estimated to be KD 1 Billion, which will also be managed by Z-INVEST. Z-INVEST is the "crown jewel" of its parent Company Al Zumorroda Holding Company.

In partnership with its major shareholders: Al Zumorroda Holding Company, Gulf Bank, KAMCO, United Medical Services, Z-INVEST is established to achieve superior returns by:

- Carrying out investments in local, regional, and international markets.
- Provide portfolio and fund management services.
- Provide private placement services.
- Act as Lead Managers and arranges for equity issues.
- Act as intermediary for investment in financial securities.
- Direct investment in own account for clients.
- Promote, manage, and market investment funds focusing on equities and real estate.

Our Mission:

- To build the most professional investment house organization to provide our clients with the best international standard of services and innovative investment products. The ultimate objective is to maximize stakeholders' returns.
- Client interest is the foremost concern and aim of our company.

Our Objectives:

- To serve Our Partners and Shareholders by growing their wealth.
- To preserve wealth through well balance and secured investment products.
- Alliance with preserved wealth investment houses.
- Conduct our business with strong values of honesty, integrity, and professionalism.
- Construct and monitor asset allocation

b. Executive Management Profile

Mr. Jassem H. Zainal – Chairman and Managing Director

Highlights of professional experience:

- Corporate Secretary, GM, Deputized CEO, Gulf Bank Kuwait.

Education:

- Bachelor of Science in Civil Engineering – University of Miami, FL, USA
- Bachelor of General Studies – University of Miami, FL, USA
- Master of Engineering Management – Kuwait University.

Mr. Ahmed Dehdary – Vice Chairman

Highlights of professional experience:

- Manager of Commercial Services Dept – Ministry of Communications
- Assistant Manager – Wataniya Telecom
- Managing Director – Wataniya Telecom, Algeria
- Managing Director – El Seif Holding Company

Education:

- Bachelor of Science in Computer Engineering – Portland, Oregon University, USA
- Master of Computer Science – Portland, Oregon University, USA

Mr. Nabil Behbehani – VP Asset Management

Highlights of professional experience:

- Managing Director - Head of GCC Markets, Ryada Capital Investment Co.
- Senior Investment Manger, Al-Ahli Bank of Kuwait
- Al-Ahli investment Co.
- Al-Ahli Bank, Kuwait Investment Office- London

Education:

- Bachelor of Science in Business Administration, Major in Finance, University of San Francisco

Mrs. Belkys Garriga – Executive Manager HR & Business Support Division

Highlights of professional experience:

- Executive Manager – Wataniya Telecom
- Manager - Methods and Procedures Department (MPD), Gulf Bank
- Assistant Managing Director - Kuwait Medical Center Co. (KMC)
- Manager - HR, Administration and Purchasing, Al Mazaya Food Co., Kuwait
- Management Analyst - Finance and Operations - Chief Administrative Office, Los Angeles (LA) County

Education:

- Masters in Public Administration, University of Southern California (USC)
- Bachelors of Arts, International Relations (with honors), Minor in Public Administration, University of Southern California (USC)



Rasmi Ragy – General Legal Counsel – Zumorroda Holding Group Companies.

Highlights of professional experience:

- Senior Legal Counsel for Pearl of Kuwait Real Estate C.O (K.S.C.)
- Legal & Admin. Dept. Manager for Kuwait Commercial Markets Complex S.A.K.
- Legal Advisor for Team/Young & Rubican Kuwait

Education:

- Bachelor Degree in Law- Ain Shams University, Cairo Egypt

Ahmed Bader Al-Eisa – Senior Executive Manager, Marketing Dept.

Highlights of professional experience:

- Business Development Manager – Kuwait United Investment Co. (Syria)
- Business Development Manager – Public Warehousing Co.
- Commercial Manager – United Steel Industrial Co.

Education:

- Bachelor of Science in Mechanical Engineering Technology – Wentworth Institute of Technology, Boston, MA.
- Associate of Science Mechanical Engineering Production – College of Technological Studies, Shuwaikh, Kuwait

Nawaf Al-Shamali – Corporate Finance Manager

Highlights of professional experience:

- Officer - Corporate Finance Group for KIPCO Asset Management Company
- Assistant Manager - Asset Management Department for Al Dar Finance Company

Education:

- Bachelor of Finance & Financial Institutions – Kuwait University, College of Administrative Science

R. Hari – Financial Controller

Highlights of professional experience:

- Manager – Accounts and Control, Insurance Operations, M/S Yusuf Ahmed Alghanim & Sons.
- Senior Associate, PricewaterhouseCoopers – Kuwait
- Senior Associate – Accounts Receivable and Payroll, Ford Business Services Center Pvt. Ltd.
- Associate – Internal Control, Ford Business Services Center Pvt. Ltd.
- Senior Accounts Officer, Bhaskaran and Ramesh, Chartered Accountants.

Education:

- Bachelor of Commerce, University of Chennai, India
- Chartered Accountant (CA), The Institute of Chartered Accountants of India
- Certified Internal Auditor (CIA), The Institute of Internal Auditors, USA
- Certificate in International Auditing, ACCA Academy, United Kingdom

2. Zinvest Internship Program

a. What is an Internship at Zinvest?

An Internship is a planned and closely supervised learning experience providing the Intern with a wide range of actual work activities and opportunities to shadow, observe and participate in the operations or administration of Company activities.

The Zinvest divisions/departments that will host the interns are:

- Marketing and Clients Relations
- Asset Management
- Corporate Finance and Advisory
- Human Resources and Administration
- Legal Department
- Finance

b. During the Internship

During the internship, the intern will learn:

- ◆ How to “do the work” in as many areas of operations and administration as possible.
- ◆ Become familiar with industry vocabulary, business practices and customer service.
- ◆ Gain a basic understanding of organizational structure and be provided with as much practical experience, as possible.

c. Completion of Internship

Successful completion of intership is contingent upon satisfactory evaluation of direct supervisor/manager. End of service certification and commendation letter to be awarded.

3. Internships

- a. Marketing and Client Relations:
The intern will experience in marketing, sales and public relations, applying state of the art marketing and communication skills.
- b. Asset Management:
The intern will be exposed to development of investment products and services focused in creating market value and the management of investment portfolios.
- c. Corporate Finance and Advisory:



The intern will apply technical analytical skills relative to review of various investment ventures and recommendation based on financial analysis.

d. **Human Resources and Administration:**

The intern will gain experience in Zinvest HR strategic objectives to build a high performance organization for the objective of attracting the best available professional talent.

e. **Legal Department**

The intern will gain experience in best legal practices relative to corporate law.

f. **Finance**

The intern will gain experience in International accounting Standards (IAS).

4. Internship Duration, Work time & Attendance

The interns are expected to work a minimum of four hours a day; five days a week; Saturday through Wednesday.

5. Compensation

The internship program is an unpaid program. A compensation incentive may be awarded upon direct manager's recommendation.

6. Eligibility Criteria

The students who are eligible to participate in Zinvest Internship program must satisfy the following:

- Kuwaiti nationals
- Junior, senior or MBA in first or second year.
- Students or graduates from a University that is certified by Kuwait Ministry of Education.
- Minimum GPA of the participant is 3.00.

7. Expectations of Zinvest

Zinvest is expecting from the interns to be professional and follow Company policies and regulations.

8. Application Procedures

Application form has to be filled by the intern. Application forms are accepted until all vacancies are filled.

9. Evaluation Criteria for Acceptance

The evaluation criteria will be according to the highest GPA of the applicants and the needed disciplines for Company operations based on strategies. The intern will be notified via email for acceptance the internship.

10. Internship Assignment

The internship assignment will be determined for each intern according to his/her qualifications and as agreed by the internship supervisor (department head).

11. Evaluation of Employer – Evaluation of Intern

At the end of the internship program, both the employer (Zinvest) and the intern will complete evaluation forms. The Evaluation of Employer will be completed by the intern to assess the arranged induction program. The Evaluation of Intern will describe and appraise the performance of the intern.

12. Withdrawal

Any withdrawal from the Internship is only possible under the following circumstances:

1. Immediate terminations must be mutual and well founded.
2. Two weeks notice must be given in cases where the intern is forced to withdraw from the internship, due to personal reasons. Written notice must enclose an adequate explanation of the grounds for withdrawal and has to be set up in coordination with Zinvest

13. Certificate of Completion

Each intern that passes the internship program successfully will get a completion certificate from Zinvest that will outline his/her participated assignments during the internship period.

14. Restrictions and Limitations

Zinvest will have its own policy to draw the restrictions and limitations for this internship program; e.g. Maximum number of interns accepted per department.

15. Reassignment

Reassignment is possible during the internship provided that it does not contradict with the stated restrictions and limitations.

16. Other

a. Some of our graduates. Where are they now?

Zinvest proudly announces its successful achievement in arranging the internship program since 2005 with eleven graduates.

b. Networking

(b.1) The intern will have access to internal and external business contacts.

17. Internship Application Form submit to intership@zinvest.com, attention Mrs. Belkys Garriga – Executive Manager, HR & Business Support Services

Zinvest Internship Application Form

1. Family Name:		First Name:				
2. Gender:		3. Marital Status:				
4. Date of Birth	5. Place of Birth:	6. Nationality:				
7. Current Education Institute:		8. Cumulative GPA:				
9. Permanent Address:		10. Present Address				
Telephone No.:		Telephone No.:				
e-mail Address:						
11 Knowledge of Lang.	Read		Write		Speak	
Language	Easily	Not easily	Easily	Not easily	Easily	Not easily
Arabic						
English						
Other: (Please specify)						
12 Word Processing/Computer skills: Yes <input type="checkbox"/> No <input type="checkbox"/>						
13 Higher Education (College/University)						
Institution Name, Place and Country	Attended from/to		Degrees	Major Subjects of Study		
	Mo./Year	Mo./Year	Obtained			
			Degrees expected			
14. Employment: Please describe any previous practical experience you may have had, giving full details of your duties.						
15. Career Plans:						
16. Other Relevant Information: (i.e.: University scholarships or academic distinction)						
17. Internship Period: Please indicate your availability for Internship (periods of up to a maximum of six months)						
18. Preferred Work Assignment:						

Please submit application to internship@zinvest.com