

CURRICULUM VITAE

PERSONAL DETAILS

NAME Norman Charles Buhagiar

DATE & PLACE OF BIRTH 25th March 1960, Sydney Australia

STATUS Married

CHILDREN Mark, aged 12

ADDRESS 18, 'CASCADES' , Triq San Ciru, Zurrieq ZRQ 05, Malta

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EDUCATION

PRIMARY EDUCATION & FORMS I / II Sydney Australia

SECONDARY EDUCATION St. Albert the Great College, Valletta.

6TH FORM Upper secondary, Valletta.

TERTIARY EDUCATION University of Malta. & Henley Management College.

QUALIFICATIONS

' O ' LEVELS Maltese, English Language, English Literature, French, Italian, Maths, Physics, Chemistry, Biology, Accounts, Religion and Economics.

' A ' LEVELS Accounts, Maltese, English, Physics, Chemistry, and Biology.

DEGREES MBA (Henley) - Henley Management College
B.A. (Hons) Business Management - University of Malta

Others Distinction in the Nebosh (National Examination Board in Occupational Safety and Health) certificate;

Diploma in the EU translation English-Maltese-English from Lexicom Translation Services Ltd.

EMPLOYMENT

CENTRAL BANK OF MALTA 1981 – 1991

1981 – 1984	Banking Office - Cashier
1984 – 1987	Finance – Management Accounts and Bank reconciliations
1987 - 1988	Investments Office
1988 – 1991	Exchange Control

CAMARCO LIMITED 1991 - 1996

1991 – 1992	Working in accounts department assisting the financial controller (preparation of management accounts and cash flows) and in administration.
1993 – 1994	Involved in transshipment contracts and business development projects with Libya, Italy and Russia. Involved in the procurement of goods to Libya, Russia and the Middle East
1994 – 1996	Project co-ordinator re. McDonalds franchise and preparation of monthly management accounts and cash flows for McDonald's. Preparation of management reports and financial analysis to Board of Directors

Had to work to very strict and challenging deadlines especially as project co-ordinator on the McDonald's Franchise project. This involved also extensive travelling.

PLAYMOBIL MALTA LIMITED 1996 - 1998

Accounts Executive involved in the management of the finance department and preparation of management accounts. I also prepared and presented financial reports analysing these accounts in detail and in accordance with Parent Company standards. These were presented during the first week of every month and involved travelling to Germany for their presentation.

I was also actively involved in the implementation process of the new IT system in the company as well as participating in a number of conferences abroad and meeting with my finance counterparts working with the Parent Company in Germany.

APS BANK LIMITED 1998 -

1998 – 1999 **Finance Manager** – preparation of monthly management accounts and quarterly statutory Central Bank returns. Had a staff compliment of fourteen reporting to me whilst I reported to the Acting General Manager Finance.

2000 – 2002 **Project Manager** – responsible for the implementation of the Bank's core banking system which was purchased from a Greek software house. The Project Team was selected by myself in accordance with predetermined selection criteria suitable for the project. System was successfully implemented and went live in July 2002. Job entailed periodical travelling meeting with my Greek counterparts during steering committees throughout the project. Managed a group of fifteen Bank employees full time in Athens (as the Project Team) during the period January to June 2001 during the testing of the system. Co-ordinated and actively presented training programme on the system together with rest of the Project Team to the Bank's employees. In this role of project manager I worked closely with the CEO and the Bank's Chairman, being the two main sponsors of the project. I prepared regular reports on the status of the project and financial analysis compared to budgets to both the CEO and Chairman.

2002 - To date **Administration Manager** – Present position. Instrumental in the setting up of the Administration Unit in the Bank. Job deals with the day to day administration/operations of the Bank including premises management (maintenance and insurance), physical security issues, health and safety (I am the Bank's Health and Safety Officer), purchasing and procurement, setting up of maintenance agreements with suppliers, project management in relation to works of an infrastructural nature and the management of contracts and processing of tenders. I am also in charge of recruitment and selection for staff which falls under my responsibility. I am also in charge of the Bank's insurance policy covers and have in fact carried out an extensive restructuring exercise with regards insurances over the past two years. This involved preparing, evaluating and concluding RFPs (Request for Proposal documents) with a number of insurance companies in Malta. I also prepare and present training guides for the administration function in the Bank as part of the Bank's induction course as well as courses on Health & Safety awareness for Bank staff. I am responsible for the preparation of the Administration budget and also schedule the work of the Bank's handyman and messengers. I have also attended a number of seminars/conferences both locally and abroad related to my current position.

Project co-ordinator for the in-house development of both Administration help desk software package and a stock control package.

I was also the project manager in charge of the construction of the recently built branches at Mosta and Paola. This entailed dealing with contractors and suppliers ensuring delivery according to deadlines and specifications in order to deliver the project according to the target dates. The Mosta branch was the first fully constructed branch

for APS Bank. Both branches were built within eighteen months and on budget.

INTERESTS & ACTIVITIES

Travelling, tennis, football, reading, current affairs, movies, music and surfing the internet.

Freelance translator / Proof reader / Editing in the following language pairs : English > Maltese

English Maltese >

Italian >

English

Italian >

Maltese

Rates : Translations Min Eur 0.06 (USD 0.05) Max Eur 0.08 (USD 0.10) per source word
Proofreading Min Eur 0.03 (USD 0.01) Max Eur 0.05 (USD 0.03) per source word

Areas of Expertise : Management / Finance / Banking / Legal and Patents / Accounts & Financial Reports / Administration Economics / Marketing /Religion / Media / Sports / Prose / Literary

Mother Tongue : English and Maltese

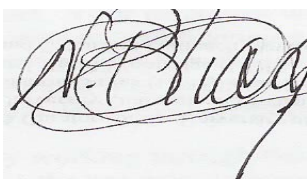
Software : Microsoft word, Excel and Powerpoint.

CAT - Wordfast

Declaration

I hereby declare that the information contained in this curriculum vitae reflects a true picture of my experience and achievements

Today, 18th June 2006



Norman Buhagiar – ID 300881M

