

# ABDULRAHMAN BASSAM ITANI

TARIQ AL JADIDAH, BEIRUT, LEBANON

PHONE +961-71-124526 • ITANI\_93@HOTMAIL.COM

## OBJECTIVE

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Seeking a progressive job in the Financial Department, where I can build experience that would develop my skills and qualifications.

## PERSONAL INFORMATION

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Social Status: Single                      Nationality: Lebanese  
D.O.B : October 17<sup>th</sup>, 1993      P.O.B : Dubai, UAE

## EDUCATION

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<b>Sept 2011 - Jul 2015</b>	<b>Beirut Arab University</b>	<b>(Beirut, Lebanon)</b>
BA Banking and Finance		
<b>Sept 2005 - June 2011</b>	<b>Dubai National School</b>	<b>(Dubai, UAE)</b>
Life Science		

## WORK EXPERIENCE

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<b>Dec 2016- Present</b>	<b>Group Credit Libanais – LIB</b>	<b>(Beirut, Lebanon)</b>
<i>Credit Administration and Control Officer / Customer Relationship Assistant</i>		

### Duties & Responsibilities

#### CAC:

- Prepare various periodic reports relating to credit facilities and utilization.
- Update BDL Rating System based on Credit Committee decision.
- Check and grant approvals upon the proper completion of retail and corporate files.
- Control over input and availability of credit limits and facilities.
- CDR, ECDR & BDL correspondences.
- Collect and coordinate with the conservation department for the proper custody of collaterals.
- Issue and send warning letters on monthly basis.

#### CRA:

- Account opening in respect to KYC, FATCA and Customer Rights and Duties rules.
- Prepare loans and credit files following the corresponding checklist, and obtain customer and/or guarantor's signature on all necessary documents.
- Cross sell the bank's products to existing and potential customers.
- Execute various correspondences and official letters.
- Update and keep record of all documents.
- Prepare and execute investments.

<b>Feb 2016- May 2016</b>	<b>ADIB</b>	<b>(Dubai, UAE)</b>
<i>Finance Executive</i>		

### Duties & Responsibilities

- Ensure that the set sales target is met/ exceeded on time; follow up with clients, data entry.
- Youth Account opening and International Student Identity Card issuance.
- Daily and monthly sales reports.

**Apr 2014- May 2015 (Beirut, Lebanon)**

*Private Tutorial, 7<sup>th</sup> and 3<sup>rd</sup> graders*

**Duties & Responsibilities**

- Instruct students by presenting lessons and answering questions about the material.
- Evaluate the progress of students and report it to their parents.

**Sept 2011- Dec 2013 (Beirut, Lebanon)**

*Cashier - Supermarket*

**Duties & Responsibilities**

- Provide customers a friendly and efficient cashiering service.
- Sort, count, and wrap currencies and coins.

**CERTIFICATIONS**

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|--------------|-------------------------------------|----------------------------------|
| - Feb. 2019  | Legal Aspects of Banking Operations | Associations of Banks in Lebanon |
| - March 2018 | Fighting Money Laundering           | Associations of Banks in Lebanon |
| - July 2016  | Think Science Expo                  | Dubai World Trade Center         |

**INTERNSHIPS**

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**Aug 2015 - Sept 2015 Federal Bank of Lebanon (Beirut, Lebanon)**

*Retail Bank*

**Duties & Responsibilities**

- Execute all cash and non-cash transactions and ensure accuracy of documents and signatures.
- Assist in the internal mail dispatch preparation, in photocopying and filing internal documents.
- Handle customers account inquiries.
- Execute end of day till closing operations at the branch.

**SKILLS**

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- Fluent in spoken and written Arabic and English.
  - MS Office (Word, Excel, PowerPoint, *and anything else that applies*).
  - Adobe Photoshop.
  - PC troubleshooting

**EXTRACURRICULAR ACTIVITIES**

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- Photography, drawing and using computer technology.

**REFERENCES ARE AVAILABLE UPON REQUEST**

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