
Jalal Khalaf

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Summary

I am actively seeking new opportunities that align with my education, skills, and career aspirations. With a background in compliance, I possess a keen attention to detail and a solid grasp of regulations. My experience includes strategic assessments, cross-functional collaboration, and addressing inquiries. I bring effective communication, problem-solving, and leadership skills, and I am excited to explore roles that leverage my education and allow me to contribute to operational excellence and informed decision-making.

Skills

- Attention to Detail
- Communication Skills
- Leadership
- SQL
- SAP
- Sanctions Screening Regulations
- Teamwork
- Programming Languages (Python, Visual Basic, R,)
- FICO Compliance Solutions
- AML/CTF Regulations and Requirements
- Planning and Goal Achievement
- Microsoft Office Tools
- Odoo
- problem-solving abilities
- CRM System
- Transactions Analysis

Experience

AML COMPLIANCE OFFICER | 07/2019 - 08/2021

First National Bank - Lebanon

- Delivered support to 12+ branches, answering questions about account opening, compliance, AML/CTF requirements, and sanctions screening laws on time.
- Monitored daily transactions for an average of 20 pre-defined high-risk clients.
- Consistently achieved more than 200 KYC amendments per month through proactive branch follow-ups.
- Timely completion of AML assessments for 12 branches within prescribed timelines.
- Approval of more than 50 transfers per day, ensuring alignment with AML/CTF regulations.
- Maintained robust regulatory adherence by aligning AML practices with the bank's overarching regulatory framework.
- Generated precise and insightful AML reports, aiding clients in comprehending and complying with regulatory obligations.
- Facilitated the implementation of a compliance system by aiding in testing and ensuring seamless integration.

STUDENT WORK – PART TIME | 08/2016 - 05/2019

Lebanese American University - Lebanon

- Expertly facilitated resource access for students and professors, efficiently managing the lending and retrieval of library materials such as books and laptops.
- Supporting by offering expert guidance on maximizing the utility of library resources.
- Ensured accurate handling and delivery of incoming mail by efficiently sorting and directing it to the appropriate departmental mailboxes.
- Assisted with data entry, filing and other administrative tasks.
- Provided customer service support to visitors and staff members.

RETAIL STORE MANAGER AND ACCOUNTANT – PART TIME | 01/2017- 06/2019

Chreif Stores – Lebanon

- Successfully managed a team of 12 employees during weekends and summer vacations while pursuing studies.
- Supervised staff to ensure tasks were executed accurately, maintained high levels of customer service, and upheld store policies.
- Conducted regular inventory checks to prevent stock shortages and optimized stock levels to meet demand.
- Implemented store pricing criteria for new products, ensuring alignment with the store's pricing strategy.
- Demonstrated strong financial control by managing the store's books, recording payments, and overseeing the accounting process.
- Maintained a balance between managerial duties and accounting responsibilities.
- Contributed to a positive work environment that enhanced team morale and overall store efficiency.

Education and Training

University of Padova, Italy - University of Hohenheim, Germany | Master of Science

Entrepreneurship And Innovation, Expected in 07/2024

Lebanese American University, Lebanon | Bachelor of Science

Information Technology Management, 05/2019

Languages

- | | |
|--------------------------|----------------|
| • English – Fluent | • Italian – A2 |
| • Arabic – Mother Tongue | • German – A1 |

Activities and Honors

- Placed on Distinction list for Spring 2019 semester.
- Placed on Honor list for Fall 2017, Spring 2017 and Fall 2018 semesters.
- Received a scholarship to pursue my BS education at LAU.
- Member, Alumni Association

Projects

University of Padova

Firm's Servitization readiness: How to assess it?

Moving from a Traditional to an Agile Organization

Creating a fictional company that offers products and generating a marketing campaign through creating website using Odoo.

Using R studio to analyze dataset related to research and development in different Italian companies and regions.

Lebanese American University

Analyzing and Designing a System for Valiza Trading Company in Lebanon

Designing a database for Unite Lebanon Youth Project as a part of Data and Information Management course.

Initiating different programs using VB.net programming language.