

Hiba El Saadi

Nationality: Lebanese

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Education

Haigazian University

- BBA in Business Administration with emphasis in Finance Sept'2015 - 2019
- BA in Political Science, Minor in International Relations Sept'2016- Present

University of Vienna ; Public International Law and Pluralism (2019)

Instituto Cervantes de Beirut ; Spanish language and Dialogue June'2009 - Present

Relevant Experience

FNB Finance S.A.L. Nov'2017- Present

Part-time analyst, Sales and Marketing Department:

- Carried out KYC update verification for qualitative data
- Fulfilled renewal, re-issuance and replacement operations for credit-cards along with dispatching them to branches and delivery points
- Filed personal loan applications and CDR forms for Walk-in clients
- Executed personal loans and commercial car loans
- Affixed stamps to executed loans and sent daily reports to accounting

Collection and Recovery Department:

- Performed Tele-collection operations for credit-card due payments
- Verified direct-debit settlements and automatic payments
- Handled default booking and payment reversal cases

Central Bank of Lebanon Aug'18 – Oct'18

Intern;

- Received hands-on training in filing CDR forms and foreign currency trading
- Acquired induction to major departmental operations and SIC work
- Submitted a final comprehensive report on the acquired knowledge and practice

Workshops

- ❖ BlomInvest Foreign Exchange organized by Blom Bank (2019)
- ❖ BeyMun International Conference organized by American University of Beirut (2017)
- ❖ Induction to Ministry of Finance organized by Bassel Fleihan Institute of Finance (2016)