

# Fadi Daroueche Khater

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**Objective:** to expand my work experience in the fields of, finance, accounting, and economics.

## **Education:**

- September 2016- June 2018, **MBA at Lebanese American University.**
- Took CFA level one courses at the Lebanese American University.
- October 2010-June 2013, **BS in Banking and Finance from the Lebanese American University, Byblos, Lebanon.** (graduated with honors) (GPA = 3.22 / 4)

## **Work Experience:**

In June 17 till current date, started working in Blom bank in the car loan department responsibilities handled:

- Studying car loan applications and advise adherence to Lending Criteria
- Processing of car loans and supporting the branches by advising them about the car loan products interest rates.
- Was assigned for 1-month period to Study credit cards applications in addition to my responsibilities in the car loan department.
- Worked in HSBC bank (April 2014-June 17) as an unsecured lending officer of business services Lebanon HSBC operations , services and technology responsibilities handled:
  - Study loan applications and advise adherence to Lending Criteria and the correctness of documentation.
  - Lending processing for Personal Loans, Home loans, asset link loans and Overdrafts
  - Follow up & renewal of Insurance policies, Prepare Monthly insurance payment and Insurance Blanket coverage.
  - Various departmental tasks and appropriate filing of Loans.
  - Job requires awareness of financial crime and money laundering policies within the group .
- In march 2016 I started supporting the payments departments in HSBC in addition to my role in the lending department since there is a shortage in staff responsibilities handled ;
  - Follow up with the investigation team in India to resolve the unfulfilled transfers due to errors.
  - Preparing bankers cheques , doing inward and outward transfers .
  - Completed many online courses assigned by the bank regarding; money laundering, high risk countries, special category customers, bribery.
- Internship at Fransa Bank (August 2013) : two weeks in jounieh branch:(Operational section; cash deposits and withdrawals, Inward and outward transfers,forex transactions and bills.)( Commercial section; Opening of accounts, Plastic cards/bancassurance/Call center, Consumer and Housing loans,

Letters of Guarantee Commercial loans). two weeks in the Head office Department :Branch Management and retail department.

- March 2010 till June 2013:Supervisor at the Corporative Learning Center at the Lebanese American University. Responsibilities handled:
  - Organizing and executing English workshops covering writing research papers and proposals.
  - Tutoring college students who need help in some Business courses.
  - Proctoring exams.
- 2012 October -April: Member in the project management team in Model United Nations at the Lebanese American University :
  - Preparing the MUN sessions.
  - Organizing MUN events.
  - Cooperate with other teams for general events

### **Awards**

- Placed on the honor list for the following semesters, spring 2011, fall 2011, spring 2012, spring 2013.
- Citizen science leader certificate

### **Languages:**

- Fluent English, and Arabic writing and speaking.
- Beginning French
- Beginning German.

### **Specialized skills:**

- Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint, Internet and outlook
- Public Speaking and Presentation skill

### **Interests and Achievements:**

- Member of the Lions Club Lebanon
- Member of Economic Society Club- LAU Byblos (2012 and 2013)
- Member of the Astronomy club in the Lebanese American University
- Member of the sports club in HSBC Lebanon
- Volunteered in Injaz ( Junior achievement worldwide ) for the year 2014.
- Volunteered in Injaz ( Junior achievement worldwide ) for the year 2016.

### **Hobbies:**

- Tennis, football , stargazing, Travelling

**References:** Reference Available Upon Request.