

ABDUL RAHMAN BASSAM ITANI

CORNICHE EL MAZRAA, BEIRUT, LEBANON

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PERSONAL INFORMATION

Marital Status: Single

Nationality: Lebanese

Date of Birth: 17/10/1993

Place of Birth: Dubai, UAE

EDUCATION

Beirut Arab University

Beirut, Lebanon

Bachelor of Business Administration- Banking and Finance

July 2015

Dubai National School

Dubai, UAE

General Science Baccalaureate

June 2011

WORK EXPERIENCE

Freelance Invoicing Clerk

Beirut, Lebanon

Apr 2018 – Present

Duties & Responsibilities

- Receive and sort incoming payments of individuals, small businesses, or corporations
- Document and process requests for new quotations
- Facilitate account management and bookkeeping
- Generate invoices with appropriate tax allocations

Group Credit Libanais – LIB

Beirut, Lebanon

Credit Administration and Control Officer

Apr 2017 – Present

Duties & Responsibilities

- Prepare various periodic reports relating to credit facilities and utilization
- Oversee input and availability of credit limits and facilities
- Update the Banque Du Liban Rating System in accordance with the credit committee
- Lead on Centrale des Risques (CDR), E-CDR, and Banque Du Liban correspondences
- Grant and check approvals upon the proper completion of retail and corporate files
- Collect and coordinate with the conservation department for the proper custody of collaterals
- Issue and send warning letters for noncomplying customers
- Co-assist and deputize for the head of the department in their absence

Group Credit Libanais – LIB

Beirut, Lebanon

Customer Relationship Assistant

Dec 2016 - Present

Duties & Responsibilities

- Responsible for account opening in compliance with 'Know Your Customer' (KYC), 'Foreign Account Tax Compliance Act' (FATCA), 'Customer Rights and Duties and Common Reporting Standard' (CRS)

- Lead on preparing loans and credit files following the corresponding checklist, and obtain customer and/or guarantor's signature on all necessary documents
- Market Credit Libanais products and services to existing and potential customers
- Execute various correspondences and official letters
- Update and maintain records of all documents and correspondences
- Design and execute investment accounts
- Supervise, train, and manage new interns

Abu Dhabi Islamic Bank (ADIB)
Finance Executive

Dubai, UAE
Feb 2016 – May 2016

Duties & Responsibilities

- Co-assist in finalizing partnership agreements with multiple educational institutions
- Set-up sales network and kiosks in the seven UAE emirates
- Ensure timely and successful completion of sales targets
- Ensure coordinated follow up with clients
- Responsible for Youth Account opening and International Student Identity Card issuance
- Generate daily and monthly sales reports

CERTIFICATIONS

- July 2019	General Data Protection Regulation	Continuing Professional Development
- May 2019	Information Security	Electronic Training Academy of ABL
- Mar 2019	Anti-Money Laundering	Electronic Training Academy of ABL
- Feb 2019	Legal Aspects of Banking Operations	Associations of Banks in Lebanon
- Mar 2018	Fighting Money Laundering	Associations of Banks in Lebanon
- July 2016	Think Science Expo	Emirates Foundation

INTERNSHIPS

Federal Bank of Lebanon
Retail Banker

Beirut, Lebanon
Aug 2015 – Sep 2015

Duties & Responsibilities

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

LANGUAGES & SKILLS

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

EXTRACURRICULAR ACTIVITIES

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- Photography, drawing, social media management, and using computer technology

REFERENCES ARE AVAILABLE UPON REQUEST
