

# Nadine Bassam Tawil

## OBJECTIVE

Seeking a challenging position where I can utilize my skills, gain experience, accomplish goals also explore horizons for the job and the company in order to make the right upward career move in short time within me joining the company.

## Personal Data

Nationality: Lebanese

Date of birth: September 28, 1994.

Marital status: Single

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## Education

- **2012-2015:** BS, Economics  
Saint Joseph University – Beirut ; Lebanon
- **2009-2012:** The Official Lebanese baccalaureate  
Besançon School – Beirut ; Lebanon

## Professional Experience

### Jammal Trust Bank S.A.L - August 2015 till Present:

Foreign Relations and Operations department- 2015 till present

- Executing of incoming and outgoing transfers.
- Weekly & Monthly Reporting.
- Settlement of Client Tax payments (Vehicle Taxes, VAT, Income Tax...)
- Responsible for daily checking all the original copies received by branches, preparing related SWIFT messages regarding Government Tax settlement and sending required documents to the Ministry of Finance.
- Settlement of Clients Utility Bills (OGERO, MIC1, MIC2, EDL)
- Responsible of preparing SWIFT messages regarding the settlement of these bills.

### **FATCA and CRS**

- Responsible for checking all FATCA and CRS documents received from branch.
- In charge of activation new individual accounts.
- Compile information related to periodic reportable authorities.

### **Trade Finance**

- Receive approved Trade finance services files and register as per internal regulations and perform data entry as per the unit's policies and procedures.
- Verifying that all documentation to requested service are complete and duly signed.
- Prepare and review export documentation for presentation under Letter of Credits.
- Coordinate with branches trade finance officers where needed to complete the files and to exchange information.
- Compile information related to periodic BDL reporting.

### **SEMINARS & WORKSHOPS**

- A Workshop on Recent Developments of Payment Systems  
Banque du Liban – April 2018.
- A Workshop on Anti – Money Laundering  
Association of Banks in Lebanon – February 2018.
- Implementing The International Anti- Money Laundering / Countering Financing of Terrorism Standards.  
Banque du Liban- October 2017

### **Skills**

- Takes an adaptable and flexible approach to work situations; willing and able to adjust to changing demands and circumstances; receptive to new ideas.
- Knowledge of UCP 600 and relevant ICC publications.
- Knowledge on Money Laundering procedures.
- Excellent work flow and time keeping management.
- English, French and Arabic language capabilities.
- SWIFT
- Microsoft Office Manager Products.