

Tala Sinno

Beirut, Lebanon | +961 76 061 645 | tala_sinno@hotmail.com

EDUCATION

Lebanese American University (LAU) - AACSB Accredited Business School - Beirut, Lebanon

MBA, Master of Business Administration (Graduated with a GPA of 3.87/4)

Aug. 2021 - Dec. 2023

BS in Business, Studies with emphasis in Banking and Finance (Graduated with Honors)

Sep. 2016 - Dec. 2019

WORK EXPERIENCE

Bankmed - Beirut, Lebanon

Apr. 2021 - Present

Assistant Relationship Manager - FI Coverage - Financial Institutions and Transaction Banking

Nov. 2022 - Present

- Performed credit analysis on the Financial Institutions that Bankmed intends to onboard and set credit limits in their favor, prepared more than 100 proposals and reviewed them annually
- Helped with managing the Bank's FI exposure and ensured that it is appropriately earmarked and monitored in line with the Bank's risk appetite and Central Bank regulations
- Performed market research, prepared country risk analysis reports and presentation materials used for management meetings
- Handled the FI KYC process and prepared briefing memos, presentation materials, and reports to update senior management on the progress of FI business
- Acted as the first point of contact for FI relationships, dealt with their enquiries, presentations and meeting agendas and attended meetings with FIs representatives
- Handled the day-to-day workflow and coordinated with the various internal stakeholders to ensure smooth transaction execution across the Bank's Trade Finance and Treasury Services

Branch Operations Support

Apr. 2021 - Nov. 2022

- Supported the branch operations to ensure the highest level of customer satisfaction
- Handled the timely settlement of utility payments, credit cards and domiciled salaries
- Prepared discharge Letters and Statements of Account
- Assisted clients in the money transfer process
- Issued Bankers' Checks, Certificates of Deposit and Letters of Guarantees

EXTRACURRICULAR ACTIVITIES

Lebanese American University - Beirut, Lebanon

Oct. 2016 - Dec. 2019

- Participated in the school renovation in Jbeil - Bchalle
- Helped in the packing and distribution of food boxes with Feed Lebanon Now NGO
- Worked Part-time at the Registrar office, helped students with registration matters and transcript issuance
- Worked Part-time at the hospitality department, helped students with registration, helped in managing the kitchen storage and preparing and ordering ingredients required for each dish.

Central Bank of Lebanon (BDL) Training Program - Beirut, Lebanon

Jul. 2018

- Attended series of lectures and seminars discussing the functions and roles of each department at BDL

ADDITIONAL SKILLS

Computer: Advanced level of proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook)

Languages: Arabic and English (fluent)