



PROFILE

Self-driven, and detail oriented with a passion for automation and enhancement of operation within a company. Adept in analytical thinking, strategic planning, leadership, and creating healthy department by establishing the best communication workflows within a department and with outside parties and stakeholders. Considers every new project as a new opportunity for learning and developing.

CONTACT

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TRAININGS:

Pursuing Google's Data Analytics Professional Certificate

-Certificate of attendance for the Certified Digital Marketing Professional Program from Morgan International
-Certificate of attendance on Social Media Workshop from Morgan International

-Certificate of attendance on Financial Modelling Workshop from Morgan International

- Certificate of attendance on Certified Management Accountant from Morgan International

-Lebanese Financial Regulations Certification

Banking Ethics Certification

-Seminar on retail lending with the BCCL.

-Certificate of attendance for the CFA Level 1 from Morgan International

RUBA SLEIMAN

Senior Faculty Specialist

EDUCATION

Bachelor's in Economics from the **American University of Beirut**
September 2009 – February 2012

WORK EXPERIENCE

Morgan International Lebanon: Senior Faculty Specialist

August 2019 – Present

- ❖ Created and set all the workflows of day-to-day business and class management.
- ❖ Constantly monitored workflows and processes to assess and implement any changes and improvements needed.
- ❖ Managed the operations staff in all satellite offices with a shift from centralization to globalized operations.
- ❖ Continuously, identified and managed risks, issues and dependencies.
- ❖ Successfully shifted all classes from the Live-Class to Live-Online during the COVID Pandemic, making sure business was not disrupted and adequate training was provided to staff and faculty, and candidates.
- ❖ Pioneered the shift to E-Learning by finding suitable alternatives.
- ❖ Determined the weaknesses of the new ERP system, and the new modules that need to be adopted for a better workflow across all departments.
- ❖ Determined the objectives of the implementation plan during the planning phase of shifting to a new ERP system.
- ❖ Liaised with third-party developers to execute the shift.
- ❖ Prepared data for system migration; and audited the results ensuring a smooth shift to the new ERP system.
- ❖ Trained all staff members on the new system, using a hands-on practical training with scenario testing.
- ❖ Set the Faculty strategy and budget on annual basis.
- ❖ Create and adopt the Faculty Budget across the GCC and Levant.
- ❖ Defining a solid workflow for instructors' journey within Morgan International
- ❖ Set an automation scheme for the instructor journey at Morgan international across all offices in the Mena and GCC.
- ❖ Automation of the workflows between satellite offices.
- ❖ Train existing and new staff on Faculty processes.

HOBBIES

Reading
Research
Travel

- ❖ Creation of the welcome kit and training program for new faculty joiners.
- ❖ Constantly enhance and uplift the instructor experience.
- ❖ Creating a scoring scheme for achieving personnel.
- ❖ Ensure implementation and compliance of operational policies, procedures, and processes across offices.
- ❖ Setting automation reports to raise alarms and concerns to the management.
- ❖ Overseeing the classroom experience department.
- ❖ Setting up all the SOPs for the Classroom Experience department.
- ❖ Oversee the operational side of all corporate deals.

FNB Finance SAL: Loan Underwriting Specialist

February 2012 – August 2019

- ❖ Assess retail loan applications via client verifications and BDL requirements to generate a final decision on Approvals, Rejections and counter offers.
- ❖ Provide recommendations on workflow and inter-departmental communication.
- ❖ Analyze portfolio delinquencies, find triggers, alarms and create the Monthly Delinquencies reports.
- ❖ Create a Monthly Credit Report based on total portfolio loan generation, and analyze differences, and raise alarms.
- ❖ Conducted Portfolio Stress Tests on regular basis.
- ❖ Conducted portfolio vintage analysis.
- ❖ Credit Application Memorandum preparation for Corporate lending, and leases.
- ❖ Create workflows for interdepartmental projects.
- ❖ Create automated reports for management to be submitted on a monthly basis.
- ❖ Handled the testing and implementation of a Score Card system for loan analysis.
- ❖ Provided recommendations for better system performance.
- ❖ Handled Company-wide system migration including interdepartmental and third-party coordination.
- ❖ Provided recommendations on the best procedures to be adopted within the new system minimize manual work and maximize productivity.

SKILLS

