

# Raymonde-Sissi Gédéon

Australian - Lebanese  
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## EDUCATION

### Université Saint Joseph (USJ) - Institut Supérieur d'Etudes Bancaires (ISEB)

Master's Degree in Banking Studies - Retail & Corporate Credit

(Feb 2018 - Dec 2020)

### Université Saint-Joseph (USJ) - Faculté de Gestion et de Management (FGM)

Bachelor's Degree in 'Gestion et Management'

(Sep 2014 - June 2017)

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## WORK EXPERIENCE

### Masri Holding SAL, Jisr El Bacha, Lebanon

#### Researcher & Analyst - Risk, Compliance & Governance Department

(Apr 2022-Present)

- Handling the study, research and analysis of the requests for business information and due diligence reports for clients in the MENA, GCC, Africa, India, Pakistan, Singapore...
- Managing the data provided by assessing its accuracy, reliability and relevance through public records tools, source inquiries and background checks.
- Analyzing the data through various channels including adverse media, sanctions and PEP screening and assessing their risk profile in compliance with Anti-Money laundering policies and measures.
- Updating the database daily with 15+ new entries of applicants' data collected throughout the due diligence report development.
- Giving recommendations on best practice measures and precautions to take, with respect to the individual or business in question, based on findings analysis, professional reputation and assessing the financials.

### Byblos Bank SAL, Beirut, Lebanon

#### Customer Relationship Officer

(Oct 20 – Mar 2022)

- Day-to-day accounting and finance (debit/credit-based non-cash transactions).
- Specialized in card and loan services and handling the related inquiries.
- Constantly ensured all customer banking transactions are within Anti-Money Laundering regulations and account limits
- Delivered product knowledge to customers through effective communication that increased consumer understanding and product sales.
- Advised customers about better suitable ways to invest their money through various products and offered guidance and advice for corporate clients based on their financial situation.
- Personal banker to specific corporate and VIP clients.

#### Teller

(Sep 17- Sep 20)

- Executed cash operations and transactions relating to loan and credit payments, withdrawals and deposits as well as cheques cashing.
- Managed ATM deposits and balanced the vault and cash drawers at the end of each day.
- Processed currency exchanges.
- Resolved customer cash issues.
- Targeted and attracted potential clients for 'The Makers' account and increased account openings by 50 within 1 month
- Determined whether transactions are legitimate, and customers are trustworthy in addition to staying alert to counterfeit money or cheques and fake identifications.

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## ADDITIONAL SKILLS

**Languages:** Fluent in Arabic, English, and French.

**Software/Platforms:** Advanced user of Microsoft office programs (Word, Excel, PowerPoint and Access), Google Suite Applications, Microsoft Dynamics CRM and Globus T24.