

RASHAD SAFA

BANKING & FINANCE

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EDUCATION

NOTRE DAME UNIVERSITY

Bachelor Degree in Banking and Finance

Papers and project completed:

- Stock market report
- Online stock investment game
- Report for internship in Central Bank Of Lebanon.

2012 - 2016

CARMEL SAINT JOSEPH

*Earned a Lebanese Baccalaureate II,
Economics certificate BAC Français*

2012

HOBBIES

- NDU football team A.
- Expert Badminton player.
- Track Athlete.
- Basketball player.
- PingPong player.
- HR and music coordinator in ULM United Lebanese Musicians NGO.
- Professional music player in Piano, percussion instruments and Melodica.
- Creative arts and drawings in pastel (Bac Français certificate).
- Member of AFDC association.
- Vice president of physical education club of NDU organizing sports events.
- Public Relations Officer in AIE club of NDU organizing charity activities.
- Active scouts club member in NDU promoting community services.

SKILLS

- Microsoft Office Suite (Excel, Word, and PowerPoint).
- Strong creative and critical thinking skills.
- Languages: Arabic, French & English.

EXPERIENCE

ARTISTIC STONES COMPANY

May 2021 - Present

- Accountant, responsible of overall cash operations, registering all customer payment receipts by managing all accounting transactions.
- Preparing budget forecasts by studying the overall revenues and expenses of the company.
- Auditing financial transactions at the end of every month.
- Tracking payments to stockholders, processing payments and salaries to employees.

BYBLOS BANK

December 2018 - April 2021

- Head-Teller position: Responsible for handling, processing and servicing clients' branch transactions in a prompt, efficient, and accurate manner, and maintaining and controlling vault cash, balancing out branch to standard cash limit, preparing cash shipments and responsible for all ATM work such as depletion and replenishment.
- Customer Relationship Officer / cash responsible: in addition to teller's responsibilities, accurately and efficiently enters customers transactions into financial system to record transactions, depositing clearing checks and sending it to the central bank at the end of every day for closing.

ALLIANZ SNA

August 2018 - December 2018

- Financial Consultant in the sales department.
- Contacts and meets potential clients providing them different types of existing insurance policies and discussing the related financial resources.
- Explains all types of insurance policies to guide target clients for selecting the best product that meets their needs.

CENTRAL BANK OF LEBANON

June 2015 - August 2015

- Acquired internship position aiming to acquaint the major roles and departments of this key financial organization in Lebanon.
- Theoretical internship divided into different lectures that discuss all tasks of each department in the Central Bank, in addition to the foreign exchanges, the special investigation, the financial regulations, and the international operations.