

Joumana Sardouk

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Experience

01/2021 – 08/2022 (Office Manager – A.&A.NSOULI Company)
03/2017 – 12/2020 (Credit Marketing officer (Grade Principal Officer – Signature B) / Bank of Beirut sal
01/2014 – 12/2016 (Sub Head of Department (Signature C) / Fransabank sal

- Review all cash transactions / reconciliation in case of errors.
- Control all bank deposits and withdrawals.
- Prepare the letters for withdrawal requests for clients detailing point by point all transactions needed as statements for expenditure (Transfer from A/C to A/C, Cash withdrawal, F/X, etc..)
- Maintaining a register for all fixed assets & numerating them with serial numbers.
- Safeguard all financial documents in their appropriate files.
- Maintain and update a daily /monthly cash flow report to ensure smooth payments to suppliers/ partners in order to avoid shortage in cash.
- Support / Interface with the auditors.
- Organize all administrative works, manage, ensure and maintain an update schedule/register for all securities, legal documents, financial reports, contracts, insurance /payments, correspondences regarding each corporate entity though all documents are properly scanned, maintained and organized in their related files.
- Contact, supervise, administrate and follow up a large number of clients (individuals, Corporate and NGOs) and provide them with the financial, administrative guidance for all their requests.
- Review , organize and check all provided clients' invoices (numerical accuracy, description of all information such as goods, expenses, supplier, applicant , address, date) and contracts subject of financing (projects /Trade) and follow up on outstanding invoices for later financing
- Control and supervise all accounting entries (including all operational transactions) in addition to the projected cash flow of clients (normal & worst case scenario) / projects ' costs , balance sheets (profits & loss analysis)
- Follow up the bank's policies and procedures and supervise the job safety by implementing these policies.
- Scan and research the market to identify new potential clients in order to propose the bank's products and services.
- Review the project's cost with the client and ensure that funds are provided /included in his request subject of financing
- Maintain an update agenda for all scheduled meetings with clients.
- Prepare all correspondences, requests, reports to Management, Compliance Department, Audit and Lawyers regarding any related issue and provide all supporting documents.

Education

Saint Joseph University – Master in Finance

Saint Joseph University – Licence en Gestion des Entreprises et Management

Skills

- Good computer skills (Excel , Word, Outlook, Power Point, Branch Power System)
- Fluent in English , Arabic & French (written and spoken)
- Excellent in reports, correspondences.

- Excellent organizational skills with strong ability to prioritize and attention to details
- Highly motivated with strong ability to work in an environment with multiple tasks
- Good problem solving with ability to make decision
- Excellent interpersonal skills, effective and long relationship with a wide range of clients within several sectors.
- Highly able to work independently and /or within a team
- Analytical skills and attention to details to ensure that all data are correct with the ability to produce a presentable work
- Strong communication / relationship skills with customers
- Proactive, hard worker, reliable and result oriented.
- Good understanding of NGOs process.