

PERSONAL INFORMATION

HANI ABDALLAH EL HALABI

- Nationality : Lebanese
- Marital status : Married
- Address : Mount Lebanon, Aramoun, Moussawi Street, Sinno and Abboud Bldg, 4th Floor.
- Date of Birth : Beirut, June 17, 1983
- Phone : +961 5 81 52 02
- Mobile : +961 3 835 912
- E-mail : hanihalabi83@gmail.com

EDUCATION

- | | |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 2001 - 2005 | BA in Accounting, <u>GPA Good</u> - Graduated from Beirut Arab University (BAU) . |
| July 2001 | Lebanese Baccalaureate, Scientific section, Museum College-Beirut . |
| Jan.09- April 09
Jan.11- April 11 | C P A Courses with Morgan International ,
<u>CPA Exam</u> (4 parts) in Illinois-Chicago
during <u>May 2010</u> without success. |

PROFESSIONAL EXPERIENCE

- | | |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Summer 2003 | Banque Misr Liban. Beirut, Lebanon
One month training (July) involving an introduction to separate banking in all sectors. |
| Summer 2004 | HSBC Bank. Beirut, Lebanon
Two months training (July till September) dealing with the credit cards department (CPD). |

Winter 05/06

A.C.C. (Arabian Construction Co.) Beirut, Lebanon

Two months (December till January) working in all what related to Accounting field as reconciliation, accounting entry, checks, closing entries, trial balance...

FALL 06 Till Present

CSCBank Beirut, Lebanon

Accounting Department:

Officer- 1st of November 2006- August 2009:

- Attain all accounting transactions/entries.
- Prepare budget forecasts.
- Preparing monthly, quarterly and annual statements (balance sheets and income statements)
- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.
- Manage tax payments.
- Monitor and report on accounting discrepancies.
- Conduct detailed risk analyses to assess potential investments.
- Analyze financial trends.
- Perform month-end and year-end close processes.
- Manage balance sheets and profit/loss statements.
- Comply with financial policies and regulations.
- Report on the company's financial health and liquidity.

Settlement Department:

Senior Officer- September 2009- June 2014:

- Collection for cycles of Credit/Debit cards for CSC portfolio and Clearing System.
- Prepare all kinds of swifts/transfer (MT199/202/103...)
- Execute the daily settlement operation process for all settlement service processing cycles.
- Settlement collection of customer receivables and payables processing.
- Responsible for processing payments, adjustments and denials according to established guidelines.
- Collected balances and worked with co-workers on getting settlements.
- Complete monthly billing reviews and daily settlement forecast analysis.
- Delivering/negotiating new products to customer database (ie Banks).
- Signature "B" registered at BDL (Banque Du Liban- Central Bank).

Section Head- July 2014 / Senior Section Head -June 2022

- Team head for settlement, reconciliation, and financial verifications including card credits, debits, and standards auditing.
- Responsible for innovating, applying, and following up departmental procedures.
- Worked independently and as part of a team to handle customer conflict and resolved issues professionally.
- Implemented ideas that will make the work flow more productive.
- Following up with my personally-set procedure of automating various tasks promoting efficiency and effectiveness.
- Studying, applying, and marketing new products based on market taste and status.
- Ensuring smooth proper functionality of my department.
- Prepared, monitored, and completed Incident Reports and internal Settlement operations dashboard processes.
- Prioritized conflicting needs, handled matters expeditiously/ proactively, and followed-through on projects to successful completion, often with deadline pressures.
- Maintained internal communications with all levels of management and staff.
- Required to multi-task, meet deadlines while exceeding assigned goals and expectations.

LANGUAGES

- Arabic (fluent, excellent in written and spoken)
- English(Very Good, excellent in written and good in spoken)
- French(fair, excellent in written and good in spoken)

QUALIFICATIONS SKILLS

- Positive attitude and collaborative approach to teamwork.
- Ability to work overtime hours as needed to support the team and meet employer expectations.
- Excellent computer skills in MS office programs, internet, & windows environment in addition of handling new programs if it's available.
- Very good interpersonal skills.
- Follow instructions easily and effectively.
- Strong attention to details.

SEMINARS ATTENDED

And BDL (CENTRAL BANK)

COURSES

- May – June 2007 The Financial Accounting Course (TAXPERTS)
- May 2009 Anti Money Laundering (Dr. Haitham Yassine)
- Lebanese Regulation- Pass February 2015
- Risk In Financial Services- Pass April 2017
- Banking Ethics- Pass October 2018
- December 2018 Advanced Anti-Money Laundering & Combating Financial Terrorism workshop.

OBJECTIVES

To gain substantial experience in the accounting and finance field, having a perfect knowledge in Accounting supported by professional certificates such as CPA & work in well known companies and Banks to improve myself there. I am highly motivated, bilingual self-starter with a well tuned and excellent communication and leadership skills, a dedicated team builder with the strong spirit of collegiality needed for complex projects with critical deadlines. I strive for working in a productive environment where efficiency and effectiveness are keys.

REFERENCES

- References available upon request.
- All documents are available upon request!