

RESUME

Moussa Darwish

Address: • Beirut • Lebanon

Telephone: +961-3-856593 • **Email:** moussadarwish@hotmail.com • **Gender:** *Male*

Date of Birth: 29/09/1986 • **Marital Status:** *Married* • **Nationality:** *Lebanese*.

Profile Summary

Flexible, performance driven with excellent communication and organizational skills; dynamic team player with strong Banking & Finance background and solid research experience; keen to use the skills gained during my Bachelor of Science in a reputed establishment.

Work History:

April 2024 – Ongoing

Company: **CSP Solutions Providers LLC, Dubai, UAE**

Position: **Freelancer,**

- Offer licensing and implementation services for Microsoft for office 365, Customer support and sales.

Jan 2013 – May 2024

Company: **Byblos Bank SAL**

Position: **Senior Commercial Loan Administrator**

- Handle the administrative side of post-approval loan processing.
- Handle the correspondence with Central Bank of Subsidized and Incentive Files and all related documents.
- Handle Housing loan files and coordinate with the Central Bank for the approvals.
- Submitting the CDR (Central Des Risk) on BDL platform for all the bank customers who have loans.
- Study the commercial files with the risk department in order to take the right decisions to provide loans for companies. (study the company portfolio, financial statement, Balance sheet ...)

Beirut, Lebanon

April 2019 – Dec 2019

Company: **Tangram Interior Decoration LLC, Dubai, UAE**

Position: **Consultant,** (Freelancer)

- Develop new leads for business setup,
- Achieve target as per company specification in a KPIs,
- Develop customized strategies to meet client's specific business needs.
- Collaborate with clients to understand their business needs and formulate solutions.

Oct 2011 – Jan 2013

Company: **Byblos Bank SAL**

Position: **Personal Banker** (Responsible on selling all retail products at the branch, opening and closing accounts, issuing banker cheques, making all kind of transfer)

Beirut, Lebanon

Dec 2009 – Oct 2011

Company: **Byblos Bank SAL**

Position: **Teller** (Responsible on all cash transaction at the branch)
Beirut, Lebanon

Sep 2009 – Nov 2009

Company: **Lebanese Canadian Bank**

Position: **a Para Professional Trainee**
Beirut, Lebanon

2006 – 2009

Company: **Lebanese American University**

Position: **Assistant supervisor of the cooperative learning centre**
Beirut, Lebanon

Tertiary Education:

2015 – 2017

Lebanese American University, Beirut

Executive Master Business Administration (EMBA)

2006 – 2009

Lebanese American University, Beirut

Bachelor of Science

Major: **Business Studies**

*Emphasis: **Banking and Finance***

March 2011

Starmanship and Associates Training Company

Corporate image and business etiquette

Secondary Education:

2002 – 2005

Sagesse Brasilia School, Beirut

Lebanese Baccalaureate - General Science

Computer Skills:

- Proficient in Microsoft Office Applications

Additional Skills:

- Strong negotiation and interpersonal skills.
 - Strong analytical skills.
 - Strong skills in preparing reports, papers & presentations.
 - Good qualifications in management & organizational behaviour.
 - Good qualifications in team building & project execution.
-

Languages & Activities:

- English, French, and Arabic.
- **Hobbies:** Swimming, reading newspapers and magazines

References and Transcripts:

Available upon request.
