

ROY FARHAT

CONTACT

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Beirut, Lebanon

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EDUCATION

Arab Open University

July 2017

MA in Business Administration -
MBA

Holy Spirit University of Kaslik

May 2008

BA in Business Management

St. George School, Zalka

July 2004

Lebanese Baccalaureate

COURSES AND CERTIFICATES

- BDL Lebanese Regulations
- Certified e-learning courses on personal development, time management, problem solving and self-improvement.
- Certified IFPA personal trainer.

LANGUAGES AND SKILLS

Fluent in English, French and Arabic (mother tongue).

Computer skills: Microsoft Office, Banking operating software.

Activities: Hiking, mountain climbing, swimming and hunting.

EXPERIENCE

Cash Management Officer - Crédit Libanais, Cash Management Unit

HQ Office, Adlieh

2023 – To Present

- Providing support and service for the cash management flow.
- Ensuring all transactions from paying vendors to making payroll are handled in an efficient manner.
- Ensuring bank's cash reserves comply with BDL regulations.
- Reviewing reports on cash inflows and outflows and preparing cash forecasts.

Head Bank Teller - Crédit Libanais

Dbayeh, Mkalles and Jdeideh Branches

2009 – 2022

- Managed the cash and ATMs at the bank
- Supervised the activities of the teller operations area.
- Approved transactions of tellers.
- Monitored the bank's main reserve and verified cash received and sent.
- Trained and evaluated tellers in all phases of their particular job to ensure quality service.
- Performed routine daily banking transactions.

Anti-Money Laundering Compliance Officer – Crédit Libanais

HQ Office, Adlieh

2018 – 2020

Implemented the bank's anti-money laundering compliance policies:

- Kept up with the latest AML regulations and laws.
- Detected and reported suspicious transactions.
- Assisted and supported internal and external auditors.

Operations Specialist – Crédit Libanais, Visa Department

Previous HQ Office, Jdeideh

2010 - 2014

- Recorded and maintained all applications inquiries.
- Maintained compliance to the standard visa operating procedures.
- Organized and archived daily visa transactions.