

# Rita Sarafian

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## OBJECTIVE

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Motivated Finance graduate with hands-on experience in compliance, client documentation, and administrative operations. Seeking to contribute my skills in finance, accounting or HR within a growth-oriented organization. I aim to connect with professionals on LinkedIn and join teams where integrity, precision, and people skills are valued.

## EXPERIENCE

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### Compliance Officer AML / CFT | Bemo Securitization SAL (BSEC) – Downtown | 2021 - 2025

- Ensure compliance with Lebanese laws, BDL and BCC circulars, and international AML/CFT regulations.
- Conduct thorough KYC for all clients and manage internal compliance databases.
- Coordinate cross-departmental regulatory tasks and prepare for Central Bank and Internal audits.
- Deliver AML/CFT training to staff, increasing compliance awareness and fostering ethical practices.
- Deliver staff training on AML/CFT best practices, raising overall compliance standards.
- Investigate and document suspicious transactions and complaints.
- Monitor contracts and processes to mitigate legal and financial risks.

### Intern | BLOM BANK SAL | Dbayeh, Lebanon | 2019

- Assisted in day-to-day banking operations including deposits, withdrawals, and customer queries.
- Maintained accurate records in line with compliance and operational procedures.
- Supported the front office team in enhancing service delivery.

### Sales Associate | H.G. Yessayan & CO. “D1 Milano” – ABC Dbayeh | 2017 – 2020

- Provided personalized customer support and answered client inquiries.
- Mentored new employees and submitted weekly sales performance reports.
- Supported inventory, visual merchandising, and in-store promotions.

## EDUCATION

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### Bachelor in Business Administration - Finance Major | Holy Spirit University of Kaslik (USEK)

September 2015 – May 2020

### Technical Diploma (3BT) – Accounting and Computer Science | Institute Technique Saint-Coeur Bauchrieh

October 2013 – May 2015

## SKILLS

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|--------------------------------------|---|
| • AML/CFT & Compliance Regulations   | • Financial Reporting & Data Handling     |
| • Organizational and Time Management | • Microsoft Office (Excel, Word, Outlook) |
| • Administrative Coordination        | • Cross-functional Teamwork               |
| • Customer Service & Communication   | • Attention to Detail & Problem Solving   |

## LANGUAGES

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English

| Arabic

| French

| Armenian

## WORKSHOPS AND CONFERENCES

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### Career Readiness Workshop (USEK)

February 2019