

Rita Sarafian

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OBJECTIVE

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

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

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

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

LANGUAGES

English

| Arabic

| French

| Armenian

WORKSHOPS AND CONFERENCES

Career Readiness Workshop (USEK)

February 2019

REFERENCES

Pr. Fouad Zmorkhol – Dean USJ Business School | President at MIDEL

Talar Kazandjian – Head of Compliance at BSEC