

Raymonde-Sissi Gédéon

Due Diligence Analyst

Metn, Lebanon

+961 70 504664 | raymonde.gedeon@gmail.com



SUMMARY

Due Diligence Specialist with strong analytical skills and hands-on experience conducting in-depth investigations across multiple regions. Adept at gathering and validating data, preparing clear and accurate reports, and supporting compliance-driven decision-making. Backed by solid banking experience and advanced AML/KYC knowledge, with a reliable ability to assess risks while ensuring confidentiality and regulatory adherence.

WORK EXPERIENCE

Khalil Masri et Fils SAL, Jisr El Bacha, Lebanon

Analyst - Risk, Compliance & Governance Department

(July 2023 - Present)

- Conduct analysis of business information requests and prepare detailed due diligence reports for clients across MENA, GCC, Africa, India, Pakistan, Singapore...
- Assess accuracy, reliability and relevance of data through public records, source inquiries and background checks
- Perform risk analysis using multiple channels, including adverse media, sanctions, PEP screening, ensuring compliance with AML policies and procedures
- Maintain and update the database daily with 15+ new applicant entries collected during due diligence report preparation
- Provide recommendations on risk mitigation, best practices, and precautionary measures based on analysis of findings, professional reputation, and financial assessments

Researcher - Risk, Compliance & Governance Department

(Apr 2022 – July 2023)

- Conduct in-depth and comprehensive due diligence research on individuals and companies to support compliance reviews and risk assessment processes
- Collect data from public records, regulatory filings, internal and external databases, and media sources to identify potential legal, financial, and reputational risks
- Assist analysts in preparing detailed due diligence reports by providing verified information and research insights
- Maintain accurate records of research findings and ensure adherence to internal compliance and data privacy standards

Byblos Bank SAL, Beirut, Lebanon

Customer Relationship Officer

(Oct 2020 - Mar 2022)

- Managed day-to-day accounting and finance operations, including debit/credit-based non-cash transactions
- Specialized in card and loan services while efficiently handling customer inquiries and service requests
- Performed KYC checks and ensured all customer information and documentation complied with regulatory and internal standards
- Constantly ensured all customer banking transactions adhered to Anti-Money Laundering (AML) regulations and account limits

- Delivered detailed product knowledge to customers through effective communication, increasing product awareness and sales
- Advised customers on suitable investment options and provided financial guidance to corporate clients based on their needs
- Served as personal banker for assigned corporate and VIP clients, ensuring exceptional relationship management and service quality

Teller

(Sep 2017 - Sep 2020)

- Executed daily cash operations, including loan and credit payments, withdrawals, deposits and cheques
- Managed ATM deposits and balanced the vault and cash drawers at the end of each day
- Processed currency exchanges efficiently while maintaining compliance with internal procedures
- Resolved customer cash-related issues promptly to ensure high-quality service
- Targeted and attracted potential clients for “The Makers” account, increasing account openings by 50 within one month
- Assessed transaction legitimacy, staying alert to counterfeit money, fraudulent cheques, and fake identifications
- Maintained compliance with bank policies and regulatory requirements, including AML and risk management protocols

EDUCATION

Université Saint Joseph (USJ) - Institut Supérieur d’Etudes Bancaires (ISEB)

Master’s Degree in Banking Studies - Retail & Corporate Credit

(Mar 2018 - Jan 2020)

Université Saint-Joseph (USJ) - Faculté de Gestion et de Management (FGM)

Bachelor’s Degree in ‘Gestion et Management’

(Sep 2014 - June 2017)

SKILLS

Languages: Fluent in Arabic, English and French.

Software/Platforms: Advanced user of Microsoft office programs, Microsoft Dynamics CRM and Globus T24.