

Sarkis Gerair Kalaydjian

Personal Information

Date of birth: 18/06/1983

Nationality: Lebanese / Armenian

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Education and Certificates

- 2018-Present **ACT Learning Academy-London**
Diploma in Cash Management Fundamentals
Courses: (Working Capital/Making and receiving international payments/ The international cash management function/managing the international treasury function/Managing cross-border liquidity and risk/ Creating efficient international account structure).
- 2008-2011 **Grenoble Graduate School of Business- Grenoble- France**
Masters in International Business.
Courses: (Intermediate Macro and Micro Economics, Cost and Company Accounting, Managerial and Corporate Finance, Strategic management, Business Ethics, Project Management and International Financial Management.
- 2003-2007 **Lebanese American Univeristy-Koraytem-Lebanon**
Bachelor in Science (Economics and Finance).
Honor's Dean 2004-2005

Work Experience

- 2015 - Present **Bank of Beirut (Corporate Department).** **Beirut- Lebanon**
Transaction Banking Department
Senior Cash Management Consultant.
Core Responsibilities:
Directs cash management operations to include daily cash administration, management of current account and bank relations.
Reviews and drives improvements in cash management, ensuring financial obligations are met in accordance with the company policies and procedures
Completes all cash management set-up documentation for new and existing department processes, prepares correspondence and proposals directed to and for cash management.
Receives incoming and outgoing wire transactions
Receivable and payable solutions for all kind of corporations.
- 2013-2016 **Sahaguan Levon Meguerdichian College.**
Instructor of Economics and Sociology for Grades 10 and 11.
- 2013-2015 **Metlife Alico Insurance Company**
Financial Consultant and Direct Sales Adviser.
- 2009-2010 **Assistant to Professor: Economics Subject during my masters' degree in Grenoble**
Micro and Macro Introduction Courses to BS Students.

Internships

- 2008-2008 **Bank of Beirut (part time Job)**
Teller and Customer Service Officer.
Opening of individual and corporate accounts/ cash and check deposit and withdrawal.
- 2003-2003 **National Bank of Kuwait- Sanayeh- Lebanon.**
Credit Department/ Customer Service/Human Resources/ Behind the counter and private Banking.
- 2002-2002 **Semaan and Gholam Auditing Firm- Achrafieh- Lebanon**

Seminars & Workshops:

2008: Investment and Retail banking.
2008: Go Global International Business.
2008: Management Consultant, Dr. Judith Sitruh
2008: Financial Crisis, Dr. Nigel Allington (Cambridge University)

Certifications:

2018: Certification of Anti Money Laundering with a 95% score.
2017: Certification of Mastering Skills in Sales Negotiation with an 82% score.
2017: Certification of Recognition for completing the "Communications Skills" with a 78% score.
2016: Certification of Recognition for completing the "Sales Negotiation" with an 89% score.

Cirriculum Activities:

2011: Certified Deco Procedure Diver.
2011: Certified Nitrox and Advanced Nitrox Diver.
2011: Certified Rescue Diver and First Response Diver.
2004-2007: Member of the order of Malta.
2007: MVP (Most Valuable player) in LAU Football National Team.
2006: MVP (Most Valuable player) in LAU Football National Team.

Languages

English (Fluent), Arabic (Fluent), Armenian (Fluent), French (Intermaediate)

References will be furnished upon request