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## EDUCATION

2014 – 2015	<b>Toulouse Business School, Toulouse France</b> MSc in Banking and International Finance
2011 – 2014	<b>Lebanese American University, Beirut Lebanon</b> BS in Economics track finance

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## BUSINESS EXPERIENCE

April 2018 – Present	<b>Cedrus Bank, Beirut Lebanon</b> <b>Senior Operations executive – Liabilities Team</b> <ul style="list-style-type: none"><li>• Handling all requests made by clients from 7 branches, making sure they are compliance checked and entered into the system before specific deadlines, as to avoid customer delay.</li><li>• Archived and organized customer files</li><li>• Gave training and support to branches with their day to day tasks</li></ul>
MAY 2016 – April 2018	<b>Cedrus Invest Bank, Beirut Lebanon</b> <b>Back Office Analyst – Operations Team</b> <ul style="list-style-type: none"><li>• Bank – Counterparty Reconciliation</li><li>• Client account maintenance</li><li>• Daily trades detail checking and analysis</li><li>• Data Management Organization</li><li>• Security transfers from counterparty to another</li><li>• Internal and external cash transfers on SWIFT</li><li>• Trade confirmation checking and input into the system as well as daily checking for corporate actions</li><li>• With a team of 3 others (all new employees) we successfully were able to input a new procedure of operation into the bank that enhanced our efficiency, as well as cleaning all pending reconciliation items since 2013</li></ul>
DEC 2015 – MAY 2016	<b>ChefXChange, Beirut Lebanon</b> <b>Community Manager</b> <ul style="list-style-type: none"><li>• Blogging</li><li>• Social media marketing</li><li>• Attending and planning events</li><li>• Business development</li><li>• Market research</li><li>• NSSF Creation for the company and employees</li><li>• Petty cash management and data entry of expenses</li><li>• Executive assistant: handled calls, kept the office supplies full.</li><li>• Was able to launch in two new cities (Amman and Doha) by acquiring the chefs over the phone and assisting them with the creation of their profiles for them to go live on the website. From their the marketing process begins to acquire the customers</li></ul>
OCT 2015 – NOV 2015	<b>United Premium Foods, Beirut Lebanon</b> <b>Accounting Intern</b> <ul style="list-style-type: none"><li>• Handling the accounts and payments for suppliers</li><li>• Inputting client deposits into the system and making sure of the timely payments</li><li>• Daily expenses management and filing of the proper documents</li><li>• Assisting in the preparation Pay the payroll</li></ul>

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## ADDITIONAL INFORMATION

- Financial Trading workshop by Amana Capital Company. *April 2014*
- Club Management training covering the following topics: Public Speaking, Project Planning, Communication Skills, and Holding Effective Meeting. *December 2012.*
- Founding member of the Hiking and camping club.
- Interests: Boxing, Chess, Traveling
- Omega, P.O.S, Bloomberg, Microsoft Office Visual Basics (VBA), SPSS, eviews, and STATA, DataFlow, Dolphin, and Xero, Capital Banking Solutions: CGB V2, and V3

**LANGUAGES** Native English, Native Arabic, Basic French