

Contact Information

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Skills

- Salesforce
- Microsoft Office Standard Application Daily Use. (Word, Excel, Access, Powerpoint)
- Microsoft Sharepoint
- Microsoft Visio
- Bluering
- Indesign - Beginner
- Illustrator - Beginner
- Photoshop - Beginner

Languages

Arabic

English

French

Elie-Michel Jamous

I am highly motivated, ambitious, Well organized, accurate, loyal, hard worker, fast learner and mostly devoted to my job.

10 years of work experience providing thorough and skillful support to senior executives.

Experience

Banque Libano-Française

Beirut-Kantari

February-2017

Currently

Corporate Sales - Housing Loans

- Visit the clients in order to offer them the suitable housing loan (PCH, Subsidized loans, Non-Subsidized)
- Represent the Bank towards all public sectors such as Army, ISF, SG, Judges, Ministry of the Displaced, Maronite Social Fund, and corporate developers
- Handling the housing loans files of the Public Sector, Maronite Social Fund And corporate accounts
- Regular visit to the concerned parties
- Handling Developers/Contractors referrals
- Study and analyze the entire housing loan file
- Close follow up with the internal and external related parties
- Submit weekly, monthly, quarterly and yearly reports to the management

Banque Libano-Française

Beirut - Kantari

March-2015

February-2017

Sales - Car and Housing Loans

- Continuous visit for all car loan dealers in south & Bekaa region
- Visit the clients in order to offer them the suitable housing loan (PCH, Subsidized loans, Non Subsidized)
- Make deals with new developers and car dealers
- Represent the Bank towards all public sectors such as Army, ISF, SG, Judges, Ministry of the Displaced and Maronite Social Fund
- Handling the Housing Loans related to the Maronite Social Fund project | Grayyeh - Saida
- Handling Bleibel Project (New Protocol was signed with the Military Organization for houses under achievements Loans)
- Permanent visit for the Military Organism, ISF and all the public sector directions
- Study and analyze the entire housing loan file
- Initiate their applications on the Bank's system
- Close follow up with the internal and external related parties on file's status
- Submit weekly, monthly, quarterly and yearly reports to the management

Banque Libano-Française

Beirut - Hamra

October-2013

March-2015

Retail Administration Officer

- Control Clients files (Guarantees, required documentations)
- Authorize Credit loans (Approval on the Bank's system)
- Prepare monthly reports for the department concerning the retail cell:
 1. Past dues student loans
 2. Authorized retail disbursements

- 3. Clients with documents not completed (missing guarantees or any document required)
- Prepare the weekly housing loan reports required by the Central Bank: Subsidized, Non-Subsidized, PCH, Army, ISF, Student Loans

Banque Libano-Française
Beirut - Kantari
October-2009
September-2013

● **Credit Risk Administration Officer**

- Create authorized limits accorded to clients after completing the required documentation
- Check the risk committee decisions of every week and prepare the report related
- CDR-Online (CDR-D3)
- CDR-Declaration
- Prepare the monthly reports of the risk department:
 1. Authorized revolving cards
 2. Unpaid acceptances
 3. Optimum renewal table
 4. Overdraft against cash collateral with their interest rate for each facility
- Prepare a monthly statistic required by the Central Bank about all clients that have converted their loan to LBP currency
- Close follow up on all interest rates and daily movements for cash collateral client's accounts and report to the Branches all modifications needed
- Different statistical reports upon management request
- Development of the new Programs TEMENOS (Replacing old bank system):
- Prepare Overviews and Instructions concerning my Job Tasks
- Test and audit components

DataFlow
Beirut - Achrafieh
January-2006
September-2009

● **Quality Control - Team Leader**

Developing E-Learning program "Arabic destination math", and "Arabic destination science" to be used by schools in different countries (all classes & levels).

- Contributed to the QC processes & guidelines design (Visio, flowcharts)
- Contributed to the QC processes implementation on the Microsoft Sharepoint
- Manage the recording lessons between the studio and our company
- Prepare the Lesson Instructions and Overviews of the Lessons
- Test and audit components
- Work with irish team on accomplishing different reports

Education

**Emeritus Institute of
Management in
collaboration with
Columbia Business School
& MIT Sloan Executive
Education**
2019

● **Postgraduate Diploma**

Digital Business

WSI Lebanon
Sin-EI Fil
2018

● **Certificate of Completion**
Digital Marketing

La Sagesse University
Furn El Chebbak
2009

● **License Degree**
Business Computing

Achievements

Old member in the association of Scout Du Liban-Groupe Notre Dame Since 1994

Old member in the youth association of Radio charity Since 2005

Certifications & Courses

"View Difficult Customers as potential Opportunities" Banque Libano-Francaise internal training in collaboration with Formatec, May 2018

"Quality Awareness" Banque Libano-Francaise internal training, February 2018

"The Art Communication at the Workplace" Organized by the Chamber of commerce industry and agriculture - Trainer Dr. Raed Mohsen, April 2018

"English Business Communication: Leading Effective Meetings" Organized by the Chamber of commerce industry and agriculture - Trainer Mrs. Najwa Jreidini, March 2017

"Communication and Presentation Skills" Organized by the Association of Banks in Lebanon - Trainer Mrs. Mireille Dagher Georr, February 2017

"Photoshop CC" organized by Formatech - Trainer Mr. Jules Kassas, January 2017

"Indesign CC" organized by Formatech - Trainer Mr. Jules Kassas, December 2016

"LC/LG" internal training presented by BLF's Head of Trade Finance Mr. Houssam Kadi, June 2012