

Rita Sarafian

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OBJECTIVE

Dedicated finance graduate with compliance experience, seeking a challenging position in finance, accounting, or human resources. Committed to leveraging strong analytical abilities and professional skills to contribute effectively to organizational success and career growth.

EXPERIENCE

Compliance Officer AML / CFT | Bemo Securitization SAL (BSEC) – Downtown | 2021 - Present

- Ensure compliance with company policies, Lebanese laws, BDL and BCC circulars, and international AML/CFT regulations.
- Review operations and contracts to identify and mitigate risks related to money laundering and financial crimes.
- Maintain and update centralized databases for suspect persons and conduct through KYC verification for new and existing clients.
- Coordinate compliance efforts across departments, ensuring accurate documentation and regulatory adherence.
- Deliver AML/CFT training to staff, increasing compliance awareness and fostering ethical practices.
- Manage audit preparations and follow-ups for internal, external, and Central Bank audits.
- Implement anti-bribery and corruption measures, investigating reported complaints and suspicious activities, and reporting findings to relevant authorities.

Internship | BLOM BANK SAL | Dbayeh, Lebanon | 2019

- Supported bank tellers with daily transactions, including deposits and withdrawals.
- Managed customer account documentation, ensuring accuracy and regulatory compliance.
- Collaborated with team members to streamline operations and improve customer service.
- Gained practical knowledge of banking procedures and financial products.

Sales Associate | H.G. Yessayan & CO. “D1 Milano” – ABC Dbayeh | 2017 – 2020

- Delivered customer service and managed incoming calls.
- Trained new employees and prepared weekly sales reports.
- Assisted with inventory management, product displays and pricing and resolved customer issues.

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

- | | |
|-------------------------------------------|-----------------------------------------|
| • Time Management & Organizational Skills | • Team Collaboration & Active Listening |
| • Attention to Detail & Problem Solving | • Proficient in Microsoft Office |
| • Data Handling & Documentation | • Ability to Work Under Pressure |

LANGUAGES

English

| Arabic

| French

| Armenian

CONFERENCES

Career Readiness Workshop (USEK)

February 2019