

**Nada Nabih Hamdan**

Beirut-Lebanon

00961-3-576756

E-mail: [nada.hamdan@hotmail.com](mailto:nada.hamdan@hotmail.com)

[nada.hamdan@usj.edu.lb](mailto:nada.hamdan@usj.edu.lb)

***Career Objective***

A full-time position in ***banking, management, administration,*** where I can demonstrate my business skills and contribute positively to the company.

***Professional Experience***

**Develop and manage branch clientele, insuring adherence with the bank’s commercial policy, and maintain the quality of services rendered to customers.**

* Execute all banking operations.
* Promote and sell all bank products and services in order to ensure the attainment of forecasted budget at the branch level
* Manage the risks associated with clients
* Insure the follow up of the commercial operations realised at the branch
* providing a fast service to clients & manages time with data input, bills, government taxes, all kind of tellers operations.
* Follow up accounts.
* Good experience in accounting, sorts account entries by type, prepare the closure of daily transactions.
* Checks all accounting entries done v/s daily transaction classification.
* Auditing.
* Credit files study
* letters of guarantee
* all type of retail loans, personal loans, car loans, student loans,…
* Solar loans, Green loans.
* open client’s account respecting the KYC rules.
* plastic cards (debit crads, charge cards, credit cards)
* communication and administrative work, branch manager assistant.

***Education***

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| **University saint-Joseph (Beirut): Master degree**  Master 2 entrepreneuriat et nouvelles technologies | 2007 |
| **University saint-Joseph (Beirut): Diploma**  Business administration | 2005 |
| **Lycee pilote (hadath Beirut):**  Bacc 2: sciences experimentales | 1999 |

***Employment History***

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| **IBL BANK SAL:**  Customer service officer | June 2008 –july 2014 |
| **Capital financial company:**  credit department, bills | 2007-2008 |
| **Est. kabbani for auditing and accounting:**  Accountant | 2004-2007 |

***Conference participation and certifications:***

* Course of credit seminar “**lending small and medium enterprises**” centre d’etude bancaires , march 4-30/2009.
* Workshop, on **suspecious operation of money laundrying**, Association of Bank in Lebanon (ABL), july 15/2011.
* Intensive training session on **professional business ethics**, ABL, march 6/2011.
* Workshop on **suspecious operations cases of money laundrying** , ABL, june 8, 2011.
* Special training session on **the legal aspects of the banking operations**, ABL, 11-27/ january, 2012.
* Workshop, on **suspecious operations cases of money laundrying**, ABL, june 26/2011.
* Conference on **monetary e-fraud and advanced security systems**, order of lawyers, september 24-26/2012.
* Awerded a certificate on the “**Lebanese Financial Regulation**” from Ecole Superieur des Affaires (ESA), september 24/2012.

***Language:***

Arabic, french, english ( read, written & spoken)

***Computer skills:***

Mastering microsoft office (World, Excel, Powerpoint, Outlook), internet explorer, , photoshop, flashplayer, and knowldge of several accounting programs.

***Hobbies***

Reading, painting, football.