

Rayyan Zeheim

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Gender: Male

Objective:

Seeking to secure a position that fully utilizes my skills and continues to expand my professional expertise in the field business administration in a progressive and highly reputable organization that offers opportunities for advancement and growth.

Experience:

- **February 3 -2014-Present**

Position: Head of brokerage at Sonaf Business Limited

- Manage trading functions in order to meet corporate goals financially.
- Being up to date with all the financial developments of all the economies.
- Monitoring foreign exchange functions and operations with the banking environment.
- Executing trades electronically or by phone
- Identifying issues affecting clients
- Maintaining contacts with clients to ensure high levels of client satisfaction.
- Maintaining professional internal and external relationships that meet company core values.
- Establishing effective team work relationships with all departments.
- Maintaining relationships with counterparties financial institutions.

- **October 6-2011-December 27-2013**

Position: Dealing Unit Head

- Preparing monthly reports for the internal Audit
- Daily and monthly reports to the chairman
- reviewing daily senior dealer reports
- Member in risk management committee
- Assisting Clients about market trends and changes

- **January 2010-October 6-2011**

Position: Chief Dealer

- Accept and confirm orders executions via our trading platform.
- Place orders on trading platforms.
- Refuse orders when exceeding limits.
- Control and report any malicious and unnatural transaction on clients or suppliers accounts.
- Train and mentor new dealers or trainees and supervise them.
- Confirm placements of orders done by dealers and trainees.
- Sign and assume responsibility on deals done by assistants and/or trainees.

- Back office experience: Vertex & Mt4 (Manager and Administrator).

- **October 2008-Dec 2009**

Beirut, Lebanon

LDC-Lebanese Dealers Corporation (list of operating brokerage firms no.13)

Position: Dealer

- Assist Chief Dealer in executing orders and daily routines.
- Place orders for clients on platform.
- Executing market orders via platform or via phone.
- Help clients when asking about market news.

- **April 2008-september 17**

Beirut, Lebanon

BLOM Bank-Marketing Department

- Car Loan Division-Retail work
- Customer Support
- Track the applications
- Daily interaction with customers and car dealers
- Preparing the monthly payment schedule of the customers and send them to the branch.

- **November 2007-April 10**

Beirut, Lebanon

BLOM Bank-Marketing Department

- Housing loan division
- Interview potential clients for housing loans
- Fill in the housing loan applications
- Track the applications
- Liaison with the applicants
- Prepare PowerPoint presentations for real estate agents and clients

- **August 2007-september 2007**

Beirut, Lebanon

BLOM Bank –Internship

- Customer Service Operations
- Dealt with ingoing and outgoing transactions, customers and loans.

Education:**2003-2007 Lebanese International University**

- BA in Banking and Finance
- Minor in Management

Beirut Baptist School

- Lebanese Baccalaureate II
 - Economics and Sociology program

Computer skills:

Microsoft Office (word, excel, access, PowerPoint), Internet user, Technology friendly

Languages:

- Fluent in English and Arabic (writing and reading)

References available upon request