

# ABDUL RAHMAN BASSAM ITANI

CORNICHE EL MAZRAA, BEIRUT, LEBANON

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## PERSONAL INFORMATION

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Marital Status: Single

Nationality: Lebanese

Date of Birth: 17/10/1993

Place of Birth: Dubai, UAE

## EDUCATION

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**Beirut Arab University**

**Beirut, Lebanon**

Bachelor of Business Administration- Banking and Finance

**July 2015**

**Dubai National School**

**Dubai, UAE**

General Science Baccalaureate

**June 2011**

## WORK EXPERIENCE

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**Freelance Invoicing Clerk**

**Beirut, Lebanon**

**Apr 2018 – Present**

### Duties & Responsibilities

- Receive and sort incoming payments of individuals, small businesses, or corporations
- Document and process requests for new quotations
- Facilitate account management and bookkeeping
- Generate invoices with appropriate tax allocations

**Group Credit Libanais – LIB**

**Beirut, Lebanon**

**Credit Administration and Control Officer**

**Apr 2017 – Present**

### Duties & Responsibilities

- Prepare various periodic reports relating to credit facilities and utilization
- Oversee input and availability of credit limits and facilities
- Update the Banque Du Liban Rating System in accordance with the credit committee
- Lead on Centrale des Risques (CDR), E-CDR, and Banque Du Liban correspondences
- Grant and check approvals upon the proper completion of retail and corporate files
- Collect and coordinate with the conservation department for the proper custody of collaterals
- Issue and send warning letters for noncomplying customers
- Co-assist and deputize for the head of the department in their absence

**Group Credit Libanais – LIB**

**Beirut, Lebanon**

**Customer Relationship Assistant**

**Dec 2016 - Present**

### Duties & Responsibilities

- Responsible for account opening in compliance with 'Know Your Customer' (KYC), 'Foreign Account Tax Compliance Act' (FATCA), 'Customer Rights and Duties and Common Reporting Standard' (CRS)

- Lead on preparing loans and credit files following the corresponding checklist, and obtain customer and/or guarantor's signature on all necessary documents
- Market Credit Libanais products and services to existing and potential customers
- Execute various correspondences and official letters
- Update and maintain records of all documents and correspondences
- Design and execute investment accounts
- Supervise, train, and manage new interns

**Abu Dhabi Islamic Bank (ADIB)**  
**Finance Executive**

**Dubai, UAE**  
**Feb 2016 – May 2016**

### **Duties & Responsibilities**

- Co-assist in finalizing partnership agreements with multiple educational institutions
- Set-up sales network and kiosks in the seven UAE emirates
- Ensure timely and successful completion of sales targets
- Ensure coordinated follow up with clients
- Responsible for Youth Account opening and International Student Identity Card issuance
- Generate daily and monthly sales reports

### **CERTIFICATIONS**

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- July 2019	General Data Protection Regulation	Continuing Professional Development
- May 2019	Information Security	Electronic Training Academy of ABL
- Mar 2019	Anti-Money Laundering	Electronic Training Academy of ABL
- Feb 2019	Legal Aspects of Banking Operations	Associations of Banks in Lebanon
- Mar 2018	Fighting Money Laundering	Associations of Banks in Lebanon
- July 2016	Think Science Expo	Emirates Foundation

### **INTERNSHIPS**

**Federal Bank of Lebanon**  
**Retail Banker**

**Beirut, Lebanon**  
**Aug 2015 – Sep 2015**

### **Duties & Responsibilities**

- Execute all cash and non-cash transactions and ensure accuracy of documents and signatures
- Assist in the internal mail dispatch preparation, photocopying, and filing of internal documents
- Handle customers account inquiries
- Execute closing operations at the branch

### **LANGUAGES & SKILLS**

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- Fluent in spoken and written Arabic and English.
  - MS Office (Word, Excel, PowerPoint)
  - Adobe Photoshop
  - PC troubleshooting

### **EXTRACURRICULAR ACTIVITIES**

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- Photography, drawing, social media management, and using computer technology

### **REFERENCES ARE AVAILABLE UPON REQUEST**

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