

Abbas Jalloul

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OBJECTIVE

Ambitious and self-motivated individual with 12 years of professional experience in the Banking sector. I believe that my background both professionally and academically supported by my continuous hunger to learn provide me with a solid foundation from which to recognize opportunities, develop effective strategies, and drive results by taking initiatives.

PERSONAL INFORMATION

Marital Status	Married
Nationality	Lebanese

EDUCATION

January 2017	ESA-Business School	Beirut, Lebanon
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Banque Du Liban - Lebanese Regulations Exam
Score: 43.00/50

February 2006 – February 2009	Lebanese American University	Beirut, Lebanon
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Bachelor of Sciences, Banking & Finance
Date of Graduation: February 2009

WORK EXPERIENCE

August 2022 – December 2022	The Treat Hamra Salon	Beirut, Lebanon
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Position held: *Manager*

Major Tasks:

- Hired, Interviewed, and trained salon staff in procedure, policy and health regulations
- Lead the salon staff team in providing excellent services and maximizing salon profit
- Worked on outreaching new customers, especially corporate parties by offering business discounts
- Managed day-to-day operations of the salon including opening and closing procedures
- Scheduled appointments and ensure adequate staff' coverage to fulfill the salon's needs
- Resolved customer complaints and provide solutions to staff disputes
- Prepared and maintained sales, inventory and customer reports
- Managed inventory salon products by maintaining records of stock quantities on hand and ordering replacement items

July 2018 – July 2022	Bank Audi S.A.L.	Beirut, Lebanon
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Position held: *Operational Supervisor*

Major Tasks:

- Managed the daily Teller staff operations for the branch
- Assigned the activities to the team engaged in receiving and paying out money and keeping records of transactions
- Handled team and clients' inquiries, resolved problems, and processed complex transactions
- Monitored team's performance, trained and coached current and new staff members to ensure operational accuracy and achievements of service standards

August 2016 – July 2018

Bank Audi S.A.L.

Beirut, Lebanon

Position held: *Credit Administration officer - SME Department*

Major Tasks:

- Coordinated with internal and external parties regarding registration of collaterals, insurance policies, etc.
- Managed and maintained data base related to debtor customers for better management and follow-up
- Arranged a checklist summarizing the legal documents obtained, and followed up the missing ones with clients
- Received credit approvals with all other collected documents, and coordinated with the Relationship Managers to ensure proper credit files documentation and processing
- Processed Legal Department requests

October 2010 – July 2016

Bank Audi S.A.L.

Beirut, Lebanon

Position held: *Credit Administration Officer at CBC Bab-Idriss*

Major Tasks:

- Managed credit documentation files by ensuring the adequacy of the documentation together with Credit Resolution/proposal
- Assisted in the Agency function for the syndicated loan portfolio, including booking of loans, tracking maturities, overdrafts, payments, amendments etc.
- Maintained limits relative to lending activities in the core banking system
- Monitored and reported credit transactions
- Operated as a support function for Documentary Business and Collateral Management Departments
- Worked on testing and improving processes design related to Core Banking System

SKILLS

Computer Skills:

- MS Office (Word, Excel, Outlook, PowerPoint)

Languages:

- Arabic: Native or Bilingual Proficiency
- English: Full professional proficiency

Specialties

- Team Creation and Development
- Communication skills
- Openness to new people and ideas
- Creativity, Positivity
- Commitment, Integrity, and Enthusiast

Willing to Relocate
