**Elisa Hanna **

Address: Street St. Elie, Adonis, Zouk Mosbeh | Mobile:03/925716 | E-mail: elisa.hanna.nicolas@gmail.com

**Personal details:**

* Date of Birth: 13-09-1989 | Nationality: Lebanese | Gender: female

**Employment:**

*March 2015- Present* **Bank of Beirut s.a.l**

**Assistant Relationship Manager in the Middle Market Department (SMEs)**

**Main role, duties and Responsibilities:**

* Support middle market banking relationship managers and head of commercial center in marketing and managing their assigned middle market portfolio by assisting with credit analysis and handling clients’ inquiries and issues.
* Assist and support team members with credit analysis and preparing credit proposals.
* Assist the head of commercial center and relationship managers in preparing sales material and proposals.
* Coordinate with branch network to ensure proper service to MMD clients.
* Timely report any early warnings flags raised .
* Assist in the preparation of periodic reports, memoranda, studies and special projects on a timely and accurate basis.

*October 2012 – March 2015* **Bank of Beirut s.a.l.**

**Assistant Head of Corporate Banking**

**Tasks and Responsibilities:**

* Handle all internal communications between Head of Department and concerned parties.
* Prepare and submit reports on weekly and monthly basis.
* Set up agendas for the Department Head and take minutes of meetings.
* Follow up the implementation of the decisions taken in the meetings of the Head of Department.
* Handle the correspondence between the Department and concerned parties.
* Assist in the preparation of periodic reports, memoranda, studies and special projects on a timely and accurate basis
* Perform required administrative responsibilities outlined by management

*2011 - 2012* **Global Garments Industries S.A.L**

**Assistant Financial Manager**: (Starting date 01-06-2011 till 08-09-2012)

**Tasks and Responsibilities:**

* Keep management informed by reviewing and analyzing special reports and summarizing information
* Liaise with auditors and company executives and answer queries on financial based matters
* Follow up on Letter of Credits
* Reconciliation accounts: Suppliers, clients, cash and bank
* Prepare profit and loss statements and monthly closing and cost accounting reports
* Double check with the bank the availability of all necessary documents received with each shipment so they match with the LC components.

**Education:**

* 2012 **AUL University** | Kaslik Campus | BA in Banking and Finance GPA: 3.7
* 2007 Collège des Apôtres Jounieh | Baccalaureate in General Sciences

**Banking-related certificate:**

* Credit Program at Institut Superieur d’études bancaires | St. Joseph University.
* Lebanese Financial Regulations | ESA

**Skills:**

* Computer literate: good knowledge of: MS office, Dolphin Accountant System, IBM Lotus Note
* Arabic, French and English – written, read and spoken