

# Curriculum Vitae



## **Manar Abou Aldahab**

Tel. 00963-933-886752 /Email: Manar59276@gmail.com

Midan - Damascus, Syria.

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### **Personal Information**

- Full Name: Manar Abou Al Dahab
- Date/ Place of Birth: Damascus 27/04/1987
- Gender: Female
- Nationality: Syrian
- Marital Situation: Married

### **Education:**

- \* Master in banking and finance in higher institution of business administration ( Hiba)
- \* Master in quality management from Syrian virtual university
- \* University degree from Damascus, Faculty of Economics/ Banking and Insurance /

### **Experience:**

#### **Nov 2021-till now: Management information system Supervisor in Syria Gulf bank**

- Design, monitor and analyze the required reports
- Develop reports that meet all specifications and requirements
- Provide regular reports to all departments

-generating reports to ensure new products testing before launching (electronic payments, P.O.S ...etc.)

**Sep2013 – Apr2018: Operations supervisor in Qatar National Bank – Syria**

- ATM daily reconciliations, approving cards issuance, renewal, and following up commission deduction

- Bank reconciliation

- Clearing cheques

- Inward-outward transfers

-Swift authorization messages

- review Treasury back office deals execution

-Loans and bills execution approvals

**Sep2016– Apr2018 Business analysis Supervisor-Qatar National Bank**

-Coordinate with Qnb –Doha to solve problems that faces all department

- supporting all banks departments to solve problems with the banks system

-Management information system support in business details

**Jan 2010 – 2013: Credit Operation Officer in Qatar National Bank – Syria**

- Preparing credit execution environment.

- following up (loans execution, discounted bills entries, the overdue installments),

-matching interest accruals, preparing reports for (all credits' granted limits, unpaid dues and its penalty),

- Execute the credit approvals, Assign customer's limit, add and maintain customer's collaterals

- review policies and procedures for related operation transaction.

**Jan 2010 – Jan 2012: Reconciliations and control analyst in Qatar National Bank – Syria**

-follow up and maintain the banks' current accounts balances with correspondent banks

- check commissions and interest which posted by other banks.

- prepare monthly reports of banks accounts balances with other banks

**Jan 2010 – Jan 2012: Pay Roll Officer in Qatar National Bank – Syria**

- posting monthly salaries for customers and follow up all bad records.

**Apr 2009 – Jan 2010: Credit Corporate back office operations department in Arab Bank Syria.**

- Executing (discounted bills, the granting loans),
- Settle the matured bills, settle matured loans installments,
- Testing new retail products.

**Courses & Training**

- Workshop in First Time Manger Essentials presented by Dr. Jozeph Hadad.
- Training on credit operations in QNB- Doha, Qatar.
- Testing system upgrade in QNB –Doha
- Training in banking concerned in all the bank operations in Arab bank-Syria: (Trade finance department, financial services, credit facilities, financial management, customer service, inward and outward transfers).
- A course in Intermediate accounting at IAC center for three months
- A workshop in Marketing and Management at MMC center, Damascus for fourteen days
- Trained in the international bank for trade and finance for 45 days in customer service department.
- A course in stock market at TRADE WELL Company for two months learned to open and close accounts
- Trained in Western Union for money transfer
- Trained in the COMMERCIAL BANK branch 15, Damascus: trained in all the bank's departments for three months
- A course in Microsoft excel at SBS center for one month
- A course in Microsoft Access at SBS center for two months
- Studied French language at centre culturel francais de damas and reached level 4.
- Effective writing skills course in Ousos training center
- Trade finance course in Qnb academy
- Equation system training by Misys
- Leader ship and management skills
- First manager step course

**Skills**

- Arabic: Mother Tongue
- English: Very Good (speaking, reading and writing).
- French: Fair
- Computer: Good (MS Word, Excel, power point, Outlook and Internet)
- Ability to learn quickly and working as a team
- Work under pressure.