



Rasha Skaff

Seeking to obtain a challenging position at your organization where i can utilize my leadership and improve my skills and qualifications.



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963955124326



Damascus , Syria



27 April, 1988

LANGUAGES

Arabic : native speaker

English: very good

SKILLS AND COURSES ATTENDED

MS office

Core banking

Excel advanced

Introduction to finance

FATCA

Business continuity drill

Anti-money laundering

Checks management course

Leadership and management

WORK EXPERIENCE

Retail Supervisor

Bank Alsharq

08/2015 - Present

Achievements/Tasks

- Implementation of action plans for achieving the goals.
- follow up meeting results, and recommendations for corrective actions.
- Provide a professional service to clients in terms of reception.
- Marketing of products and services, and track their requests and complaints.

Contact reference : Mrs.Nadia Shaar- head of trade finance, operation, and branches at Bank Alsharq - 0932895509

Retail Officer

Bank Alsharq

07/2010 - 07/2015

Achievements/Tasks

- Achieve Retail sales targets and promotes services of the bank.
- Maintain good relations with bank clients.
- follow up claims and answer questions of clients ,and respect the golden rules of client's reception.
- Respect principals of ethics and banking secrecy.

Contact reference : Mr.Omar Naboulsi-Branch manager at Ahli Trust Bank - 0944210712

EDUCATION

Faculty of Economics and trade-major banking

Damascus University- Syria

2005 - 2009

Professional Master of Technology Management

Syrian Virtual University-Syria

2019 - 2022

Technical institute of computer

Syrian Virtual University-Syria

2022 - Present