

# Karin Taoufik Hana

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Damascus, Syria

Date of Birth : 04, December, 1988

Nationality : Syrian

Marital Status : Single

Gender : Female

## OBJECTIVES :

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Seeking for a position in an organization that will utilize my qualifications and skills Gained from theoretical and Academic knowledge into a practical and technical implementation, hence giving me the Opportunity to improve my capabilities.

## REFERENCES :

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Upon request

## EXPERIENCE :

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### Head of KYC (Know your customer) | March.2011 - Present

#### Bank Byblos Syria (BBS) - Damascus, Syria

- Knowing about governmental and financial regulations and laws, along with the regulations issued by Central Bank of Syria
- Ensuring That the Banks' policies and procedures comply with the rules issued by Central Bank of Syria & Syrian Government.
- Monitoring all the account openings made in all the branches to comply with Bank Policies and Procedures along with the CBOS Regulations,
- Checking all the Account Holder's Names on the Local List from Criminalizes Money Laundering Crimes (CMLC), and World Check which is related to the international list OFAC EU/ Etc.
- Making sure that all of The Opened Accounts are in comply with FATCA, and classified,
- Preparing monthly and quarterly reports and sending them to the management committee and CBOS.
- Working on Risk Based Approach (RBA), Anti Money Laundry (AML) Solution Programs, and SIRON Program
- Sending /checking the questionnaires and the requirement documents which are received from other banks
- Replying to the other bank questionnaires and Providing them with the required official documents
- Archiving all questionnaires and official documents sent and received

### Assistant Core Banking Team | April.2020 - Present

#### Bank Byblos Syria (BBS) - Damascus, Syria

- Building a new banking system
- Insuring the new system complies with the circulars Central Bank of Syria & Syrian Government
- Writing the scenarios for testing
- Testing the scenarios for all transactions and the services
- Creating new services for improving and developing the bank's business and the system
- Cleansing the wrong data
- Making data migration
- Training the staff on how to use the new system

Teller | July.2010 - March.2011

Bank Byblos Syria (BBS) - Damascus, Syria

- Providing account services to customers by receiving deposits and loaning payments
- Cashing checks of customers
- Making withdrawals of customers
- Managing and filling the ATM Machines
- Answering questions from customers in person or on the telephone

## EDUCATION :

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**Bachelor's degree - Faculty of Economics - Major: Banking and Insurance**

Damascus University - Damascus, Syria (2010)

## LANGUAGES :

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\*Arabic : Native Speaker

\*English : Very Good

\* French : Good

## SKILLS :

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- Time Management
- Teamwork
- Stress Management skills
- Responsibility
- Communication skills
- Problem Solving
- Creativity
- Responsibility
- Organization skills
- Interpret Data
- Knowledge of Risk Assessment
- Close Attention to Details.

## COURSES :

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- **Anti-Money Laundry Training - Attendance Certification**  
Central Bank of Syria - Damascus, Syria (2019)
- **Methods of The Money Laundering and Terrorist Financing and The Suspicion Indicators - Attendance Certification**  
Central Bank of Syria - Damascus, Syria (2019)
- **Verification Procedures Course in Accordance with The Instructions of Resolution No. 19 - Attendance Certification**  
Banking Training and Qualification Center with Central Bank of Syria - Damascus, Syria (2019)
- **Compliance Course and Building the Compliance Program for The Year 2019 - Attendance Certification**  
Banking Training and Qualification Center with Central Bank of Syria - Damascus, Syria (2019)
- **Risk Based Approach Seminar - Attendance Certification**  
General Union of Banks - Beirut, Lebanon (2017)
- **Compliance Plan and Prepare Compliance plans & Schedule for The Procedures of The Anti-Money Laundering & Terrorist Financing - Attendance Certification**  
Banking Training and Qualification Center with Central Bank of Syria - Damascus, Syria (2015)
- **Standard Formulas Related to The Financial Transfer Data - Attendance Certification**  
Banking Training and Qualification Center with Central Bank of Syria - Damascus, Syria (2015)
- **Money Laundering and Terrorist Financing, Concepts, International framework, Local framewor - Attendance Certification**  
New Horizon Training Center - Damascus, Syria (2014)
- **Excel Expert - Certification**  
New Horizon Training Center - Damascus, Syria (2014)