

Name: Wehad Suleiman
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Personal Details:

Date of Birth: 17-06-1979
Nationality: Syrian
Marital Status: Married

Education:

BSc. Economic/Economy and planning – Tishreen University 2004
Holds a training certificate/ Banking and Financial Sciences 2006
(Arab Academy for Banking and financial sciences):

- Financial reporting & analysis
- Financial management
- Foreign currencies management
- Financial accounting
- Management Information System
- Credit Management
- Money & Banks
- Banking Operations Management (Domestic and Foreign)

Languages:

Arabic (Mother Tongue)
English (Very Good)

Job Experience:

INFO Strategic Information Technology Consultancy from 01.02.2023 until now

- Administration Manager
- Human Resource Manager
- Tartous Office Manager
- Financial Analyst for project

Bank Bemo Saudi Fransi (BBSF) in Syria From 03/03/2007 until 31.01.2023.

- **Branch Manager of Main Branch since 13.03.2013 till now**
 - Responsible for implementing the short , medium and long term strategic plans of the bank
 - Implement departmental policies, goals, objectives in order to insure continuing operations, maximize return on investments, and to increase productivity.
 - Direct and coordinate the bank's financial and budget activates in order to fund operations and increase efficiency.
 - Confer with top management and staff members to discuss issues, coordinate activities and resolve problems.

- Analyze operations to evaluate performance of the bank and its staff meeting objective, and to determine areas of potential cost reduction, program improvement, or policy change.
 - Assign, direct and evaluate employee's works and oversee the development and maintenances of staff competence.
 - Negotiate or approve contract and agreements with clients, government agencies and other organizational entities.
 - Ensure best quality of service
 - Perform any other related duties as assigned.
 - The branch manager has to insure that all the controls and tasks are executed as mentioned in the Permanent Supervision guideline. The periodicity of controls depends of the type of the action to be processed (it could be daily, weekly, monthly or quarterly)".
- **Manager of C - Branch**
 - **Manager of B - Branch**
- **Branch supervisor of Main Branch**
 - Validating the ATM Cards.
 - Blocking/ unblocking the accounts as necessary.
 - Evaluate the staff.
 - Control and ensure best quality of customer services.
 - Checking, validating and signing all Trade finance Transactions (Letter of guarantee, letter of credit, collection documents, export commitments, etc).
 - Preparing reports for the Central Bank of Syria: Listing-checking-signing
 - Visiting customers' locations.
 - Dealing with customers' problems.
 - Responsible of the branches needs (kitchen supplies, office equipment, maintenance, etc).
 - Fight money laundering.
 - Daily checking to the transitory accounts (collection – clearing – cash payment –traveler cheques – certified cheques).
 - Supervise the checking of the branch daily transaction
 - To count the cash of every teller at the end of every day and to report shortage and overages.
 - To witness and supervise the cash count of amount set by management and to immediately transfer the cash to the main teller cash
 - **-Main Branch (Credit Coordinator)**
 - Credit Facilities
 - Credit Files
 - Credit analysis
 - Discounted Bills
 - Bills to order of the bank
 - Sight & term letter of Credit
 - Financial analysis
 - Marketing analysis

- Risk analysis

Ramak Duty Free Ltd. From 10/04/2005 till 28/02/2007

Head Quarter

Accountant

- Purchase order posting
- Payment Voucher
- Vender Payment (Local & Foreign)
- Payroll
- Credit Card
- Bank Reconciliation
- Cash Deposit
- Financial Statement analysis

Private Accountant in Transit Company 2004 till 2005

Training and Courses:

- Banking Course 2006
(Arab Academy for Banking and Financial Sciences).
- Communication skills 2006(Ramak Duty free).
- Credit Coordinator 2007(Bank Bemo Saudi Fransi).
- Optimizing Customer-Oriented Behavior (Bank Bemo Saudi Fransi).
- Excellence in Customer Service 2009.
- Supervisory Skills 2009
- Email Etiquette and Protocol & Customer Care and Service 2016
- Branch Manager accreditation program 2016
- E-Leaning Certificate 2017
- BBSF Banking Training 2017
- Trainer in International Center for trading Sciences.
- Trainer in UNDP (Financial Analysis)

Supportive Skills:

Odoo ERP - V16, Windows 2007 (Excellent), Office, Internet, Accounting Programs (Navision), Banking Programs (S.A.B).

Merits:

- Works well individually or as part of a team.
- Possess a strong command of verbal and written communication skills developed through.

After Showing my Curriculum Vitea, I Look Forward to get a job at your Respectable Company, I'd be so grateful if I could have that chance.

Respectfully yours
Wehad Sliman