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Jason Ishak



Education

Notre Dame University -Louaize

Business Administration: Banking And Finance

2012- 2016

Zouk Mosbeh, Lebanon

High School

SV

2011- 2012

Deddeh, Lebanon



Experience

Cashier And Personal Banker (Internship)

Credit Libanais S.A.L.

Aug2016 – Sep2016

Amioun , Lebanon

- Cash count and monitoring
- Transfers
- Checks
- Account opening
- Loans

Universal Teller

Bank Of Beirut S.A.L.

Aug2018 – Current

Jbeil , Lebanon

- Check operations; clearing BDL checks, deal with returned, unpaid checks and notify clients, issue banker's checks and accept them.
- Keeping record of all transaction for audit purpose and clients follow up.
- Reviewing audit reports at year end so at the next end of each quarter we track and correct if any mistakes or updated is needed before the next end of year report; checking the filing documents, the checks sequence series, bait money, passbooks series, authentication letter, letter issued to third party sequence, certificate of deposit documents, general contract between active and closed...
- Keeping contact with the Accounting Department to clear and justify any errors or to update, delete and amend any account status. Keep Track of missing entries in order to comply with accounting standards.
- Perform all cash operations, from counting to auditing to Monitoring forged bills. Also keeping records and updates for compliance department. I always check our start and end day of the day to stay in the Cash Central Unit measures.
- Perform all transfers transactions from local to international. Also follow up with any errors or delays with the transfer department when clients ask.
- Operates on BOB-Finance system which includes fiscal and tax payment operations and syndicates payments, local transfers and international transfer through Western Union. Also keep clients updated about the government regulation.
- Assist clients in exchange calculations to fit their needs counting on my knowledge of the system, values and fees so they come with neat results.
- I'm responsible of bills payments:
 - A- Follow up with clients to schedule payments.
 - B- Monitor the cash collateral payment.
 - C- rectify any error payment or complex entry
 - D- enroll new loans
 - E- reschedule housing loan balloons
 - F- settling early payments, adding and deleting payments.

- Great part in customer service:
 - A- loans and cards selling
 - B- after service follow up
 - C- solving customer problems with new regulation by BDL and Head Office measures.
 - D- Account opening; KYC and Due Diligence knowledge
- E- Always tease clients to use online banking system to cut expenses and go green.

All of the above, is by using BranchPower, CRM and Laserfish software.

With my good knowledge about technology and good IT skills.



Diplomas

- Sep 2022, Full Stack Development (front and back end), CIS College.
- Private Training In Full Stack Development With Software Engineer Rony Rizk.

Skills

Computer Skills

Microsoft Office (Word, PowerPoint, Excel)

Soft Skills

Communication skills, Time Management, Creativity, and Detail oriented

Languages

Specify the level of each language, below is an example:

- English – Fluent
- French – Intermediate
- Arabic – Native



Interests and Hobbies

Rugby, football, basketball, snowboarding, gaming, bodybuilding and hiking

References available upon request.