

Soulaf Al Khatib

Experience

January 2019- Present Federal Bank of Lebanon Achrafieh

Head of Regulatory, Market and Liquidity Risk

- Conduct the Internal Capital Adequacy Assessment Process based on the Capital Adequacy and Stress Testing in line with best practice and regulatory requirements
 - Monitor the regulatory environment (publications from the Basel Committee, Central Bank of Lebanon) and ensure that the Bank is prepared to meet evolving regulations in the risk management space
 - Develop and review risk policies and procedures, risk limits and approval authorities related to Market and Liquidity Risk.
 - Prepare the Bank's liquidity management framework and models, and prepare LCR and NSFR Reports
 - Prepare Gap analysis on interest rate risk in the banking book and conduct stress test
 - Adjust and provide ad hoc reporting when needed
 - All other duties related to Senior Market Risk Officer position
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May 2013- December 2018 Federal Bank of Lebanon Achrafieh

Senior Market Risk Officer

- Set policy and provide structure for continuing development of the Market Risk oversight function
 - Part of the core team for preparation of key regulatory submission documents, e.g. ICAAP, IFRS 9, LCR, Recovery Plan, etc
 - Assist the CRO in preparation of the Risk Appetite and be able to present its linkages with the Bank's Business Plan and perform its periodic review
 - Prepare Quarterly and Management reports addressed to CEO, BOD and BRC
 - Monitor internal and regulatory market and liquidity risk limits
 - Adjust and provide ad hoc reporting when needed
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June 2011- April 2013 Banque Misr Liban Beirut

Market Risk Officer

- Develop new and maintain existing market risk management policies and methodologies
 - Actively monitor trading and investment limits, and take appropriate action in case of breaches
 - Ensure that robust market risk controls are maintained in line with Board's risk appetite and in accordance with the bank's risk management policies
 - Generate independent, accurate and timely market risk management information for the department, the Business, and the senior management
 - Propose, discuss, and implement market risk solutions which are fit for purpose
 - Prepare monthly reports
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Sep 2010- June 2011 Banque Misr Liban Beirut

Credit Risk Officer

- Analyze credit proposals to evaluate risks, returns and feasibility of projects
 - Ensure compliance of statutory and corporate policies
 - Monitor potential and existing problem accounts
 - Follow-up on credit units recovery action
 - Review and update credit risk control measures and/or policies
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Soulaf Al Khatib

Nov 2008- Sep 2010

Banque Misr Liban

Beirut

Retail Credit Analyst

- Approve/decline personal loan, credit card, overdraft and retail commercial credit applications within the delegated lending authority
- Ensure processes, systems, procedures and controls are introduced efficiently and documented for any new Products
- Develop and maintain in-house service delivery reporting tools and proactively implement initiatives to improve service and reduce errors
- Work closely with other Managers in Business Development and the Head of Retail Credit and Collections to participate in on-going, bank-sponsored initiatives to optimize efficiency and service quality

Education

2005-2008

Hariri Canadian University

Mechref, Lebanon

BA in Management

2004-2005

Le Lycee National

Chouifat, Lebanon

Lebanese Baccalaureate in Life Sciences

Skills

- Strong organizational skills with the ability to successfully manage multiple tasks, prioritize and meet deadlines
- Excellent written and oral communication skills
- Ability to quickly learn internal risk management systems
- Attentive and accurate to details
- Ability to solve problems efficiently
- Strong Microsoft application skills (Word, Excel, PowerPoint)

Languages

- Arabic (mother tongue)
- English (fluent)
- French (basic knowledge)

References

References are available on request.