

Souha Achkar

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PROFESSIONAL EXPERIENCE

BLOM BANK SAL, Lebanon

Legal Compliance Team Leader
Legal Compliance Co-ordinator

Jul 2019- Present
Apr 2016 – Jul 2019

Investigated suspicious Money Laundering /Terrorist Financing (AML/CFT) transactions held by correspondent banks.
Retrieved supporting documents and screened names against Worldcheck, local FIU list and adverse media.
Identified potential money-laundering risk through client account monitoring and reported it to the related team.
Escalated to the senior management any gaps found in the compliance program and advised proper actions.
Submitted to the senior management the quarterly board compliance committee reports and statistics.
Reviewed and updated the KYC form for clients and financial institutions before establishing a business relationship.
Actively involved in projects (such as CDD yearly review, ABC policy) to deliver updated procedural changes.
Filled and finalised the Wolfsberg and AML/CFT compliance questionnaire received from correspondent banks.
Provided training to the compliance officers (1st line of defence) to mitigate risk during their daily work.

Achievement:

- Sustained a good relationship with correspondent banks by responding to their requests within the set deadline
- Maintained ongoing compliance alignment with local and international regulations (FATF, Wolfsberg, BDL, etc...)
- Served as a central point of contact for the group and the correspondent banks
- Established a strong alignment with several resources within the organisation and externally
- Supervised team members daily work, mentored and guaranteed them a suitable environment for their growth and productivity

BADAWI GROUP, Lebanon

Accountant / Junior Financial Controller
Assistant Housing Loan

May 2015 – Apr 2016
Apr 2014 – Apr 2015

As Assistant Housing Loan, coordinated with banks to provide housing loans for clients to finance their house purchase.
Analysed the progress of all the company's projects through weekly reports submitted to the higher management.
As an Accountant and Junior Financial Controller, controlled financial transactions by checking account data and audited documents and performed monthly financial statement reconciliations to solve data discrepancy

Achievement:

- Ensured external financing by preparing and submitting detailed financial reports on a monthly basis
- Assisted with increasing the firm's cash inflow by 17% through securing housing loans for clients
- Managed a strong working relationship with clients and banks

AHLI INVESTMENT GROUP, Lebanon

Middle Office Co-ordinator

May 2013 – Apr 2014

Settled bonds, futures, and options trades with local and international counterparties.
Generated the daily "Mark- to-Market", SWAPS, and CFDs reports.
Assessed the monthly compliance reports submitted to Central Bank of Lebanon.

EDUCATION

ECOLE SUPERIEURE DES AFFAIRES (ESA)-Lebanon

Master of Business Administration (MBA)

2017 – 2019

ESCP EUROPE- France

Diploma of Higher Studies in Management

2017 – 2018

NOTRE DAME UNIVERSITY (NDU)- Lebanon

Bachelor's Degree in Banking & Finance

2009 – 2013

CERTIFICATIONS

THOMSON REUTERS

Advanced AML/CFT Workshop

2019

THOMSON REUTERS

Regulatory Compliance Workshop

2017

ADDITIONAL INFORMATION

LANGUAGES: Fluent in Arabic (Native), English and French

TECHNICAL SKILLS: Microsoft Office Suite (Excel, Power point, Word) -Smart SwallowTech- IBM AS400- ICBS

PERSONAL SKILLS: Deadline Management- Communication Skills- Strategic Thinking -Problem Solver- Team Player

VOLUNTEERING: MBA Class Representative- Group Head at BHS Summer Camp- Volunteer at the Youth Red Cross