

## Curriculum vitae

### Personal information

Name : Lina

#### Skaff

Date & Place of Birth : Damascus, Syria 03.02.1983

Address : Fellbacherstrasse 126 , 70736 Fellbach ,Stuttgart

Nationalities: Syrian

Mobile phone: 01781044371

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### Summary:

Head of unit credit administration at risk management the main task was to provide legal opinions before executing clients facilities , and adequately managed the entire process of recording and maintaining collaterals on bank systems and n keeping them in the treasury , and followed up on its renewal and made monthly reports .

Auditing mortgage contracts after signing the contract by the client and ensuring their legality and conformity with the text of the contract that was previously approved in cooperation with the legal department.

Followed-up of the mortgage release operations after the client has paid all of his dues toward the bank and handed over the assets of the contracts as assets to the client after completing all the legal procedures.

Organizing a schedule for all the original documents in our custody and submitting a periodic report on the amounts pledge.

As well as monitoring all instructions issued by the central bank and ensuring their implementation and submitting periodic reports.

### Education

Degree title (field): bachelor in law, international law

Degree title : Syrian baccalaureate,

General secondary school: Damascus (2001)

### Employment record

Employer: Bank Audi Syria

Job title: Head of unit credit administration at risk management (2016-2018)

Employer: Bank Audi Syria

Job title: Senior credit risk administration officer service (2013-2016)

Employer: Bank Audi Syria

Job title: Credit risk administration officer service (2008-2013)

Employer: Sillin fashion design

Job title: Designer (2005- 2008)

### Language & computer skills

English c1  
German b2  
Knowledgeable in French and Russian

Computer languages: word, excel, & power point.

#### Additional training

diploma: Training course on bank credit controls and overdraft controls

by: Central bank of Syria

period: august 2017

diploma: Credit risk administration management

by: Bank Audi Lebanon

period: December 2016

diploma: Rotation in legal department and risk DEP.

by: Bank Audi Lebanon

period: April 2010

#### Skill highlights

Academic researches & projects.

Attention to details.

Verbal communication skills, both written & oral.

Personal motivation with an ability to build & work collaboratively in a team concept environment, & independently

Ability to learn.

Enthusiasm for working.

#### References

available upon requested