

Lina Hussein Rached

Coordinator

I am experienced, self motivated and efficient with over 7 years of experience in banking industry. I have a solid background in Investment services operation, quality control and delivering financial MIS reports. I manage transactions and ensure policies and procedures adhered effectively. I have excellent reputation for resolving problems and improving customer satisfaction. I have eager to contribute to team success through hard work, attention to detail and excellent organizational skills.



Contact

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Skills

Analytical skills

Detail-oriented

Banking operations
knowledge

Investment banking services

Planning and Coordination

Verbal and written
communication

Quality assurance controls

Key Performance Indicator
(KPI) Monitoring



Work History

2020-07 -

Current

Projects Coordinator

Abu Dhabi Islamic Bank- MPM Properties- Valuation And Advisory Department, Abu Dhabi

- Prepare department business performance dashboard MIS and report to management
- Prepare KPI (Key performance Indicator) on monthly basis
- Reconciling reports (on weekly and monthly basis)
- Ensure a high standard of reports output and quality control
- Prepare monthly revenue MIS for all projects
- Conduct research on properties market value
- Prepare Valuation reports and estimate the value of the property
- Register received cases and ensure documentation is complete

2013-09 -

2020-06

Wealth Management Products Coordinator

Abu Dhabi Islamic Bank- Wealth Management Department- Retail Banking, Abu Dhabi

- Handling the investment operations by crosschecking, analyzing and verifying the transactions done through the Wealth Management department such as all types of subscriptions / redemptions and unwinds (Saving investment plan "SIP", Direct investment plan

“DSP”, Mutual Funds “MF” and capital protected notes “CPNs”)

- Ensure all documentation are complete and any discrepancy reported timely
- Manage and process WM transactions data into the internal WM system (TRADEX)
- Investigate and resolve trade execution related issues
- Input transaction orders (Subscription and Redemption) on AFI System (Allfunds International system)
- Prepare Subscription and redemption settlement fund orders and coordinate with treasury operations to debit and credit customer accounts
- Prepare revenue MIS report for all investment products on weekly basis
- Prepare monthly trade sheets for tracking and monitoring purposes
- Investigate customer-related inquiries and provide solutions to solve the reported issues
- Support relationship managers in a variety of investment-related operations activities
- Extract the performance of all existing ADIB portfolios through AFI system
- Extract the performance and factsheets of all existing Mutual Funds
- Handling WM queries and coordinate with the responsible channels
- Handling sukuk-Trading operation (checking customer document, block settled amount and coordinate between front line and treasury to debit/ credit client account)
- Extract clients' statements



2010-09 -
2013-07

**BBA: Business Administration And
Management**

