



NOHA ALYAZJI

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Profile Summary

- Economics graduate, Department of Finance and Banks since 2013.
- I had the opportunity to obtain practical experience in the field of microfinance through 6-year work at the First Microfinance Bank - Syria (Aga Khan Development Network) in the compliance and risk departments.
- I am an ambitious and practical person, and I would like to develop my skills and acquire always new experiences to be effective in whatever work I do.

Personal information

- Marital status: married
- Nationality: Arabic-Syrian
- Date of birth: 09/04/1991

Experience

Risk officer

The First Micro Finance Bank -Syria (2019 –2022) – Damascus.

- Monitor operational risks in two branches.
- Assist the risk manager in developing risk management plan and procedure.
- Ensure that the credit process is carried out in accordance with the bank policy.

Compliance officer

The First Micro Finance Bank -Syria (2016 – 2019) – Damascus.

- Ensure the Bank complies with all laws, professional and ethical standards issued by the competent authorities or the management of the Bank.

Receptionist & Secretarial

The First Micro Finance Bank -Syria (2014-2016) – Damascus.

- Greeting and welcoming customers providing the necessary assistance and maintaining the reception area to be tidy.
- Answering customers questions, inquiries and complaints, giving them the appropriate information and directing them
- Respond to incoming calls with appropriate etiquette and transfer calls to appropriate parties.
- Scheduling and organizing tasks and appointments, providing, assistance to the work manager and keeping basic books.
- Dealing with office tasks and submitting periodic reports, documents and required documents and required documents.
- Dealing with office tools, printers, copying and faxing.

Education

- MBA - Syrian virtual university (2021- until now) - Damascus, Syria.
- Finance and Banks at Al Baath University (2009 – 2013) – Hama, Syria.

Training courses

- Customer service workshop - The First Micro Finance Bank - (Christina Kashar Coaching Expert)- 2022.
- The changing Dynamics of AML&CFT in the FINTECH era - The Union of Arab Banks – 2019.
- Course in (Audit-Risk and compliance) - The First Micro Finance – 2018.
- ICDL - 2014

Digital Skills

- Microsoft office
- Outlook
- Social Media

Language Skills

- Arabic: mother tongue
- English: good

Key Soft Skills

- Good working in a team.
- Critical thinker and problem-solving skills.
- Remain calm and self-controlled under pressure.
- Have excellent listening skills and able to provide feedback.