

Sameh Sabry Abdelmotelb Khalil

Curriculum Vitae

Personal Information

Address: 3 Mohamed Gad St., Obayda Ben El Garah St, Faisal St, Giza.

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Email: sameh1sapry@gmail.com

Date of birth: 25/10/1994

Nationality: Egyptian

Military Service: completed

Marital Status: Married

Work experience

May 2019 –
Present

Compliance Officer
Compliance Unit
National Bank of Greece
Compliance Unit

- Monitoring the regular and extraordinary daily reports of NBG clients transactions and investigate any transaction which could lead to a suspicious case and report it to EMLCU when necessary.
- Follow up letters from regulators CBE & EMLCU and respond to them after arranging all the analysis needed.
- Responding CBE & EMLCU inquiries.
- Analyzing clients account in case of reporting STR and SAR.
- Assist managers in preparing letters and reports.
- Developing, implementing and managing an organization's compliance program
- Review KYC in the onboarding process for the clients
- Review updating KYC for the clients
- Reporting STR and SAR through GO AML
- Screening clients against local and international negative list
- Investigating alerts for potential money laundering risks in bank
- Implementation of KYC rules and CBE rules

June 2016 –
January 2017

Customer Service (Call center) Agent
Call Center
Etisalat EG

- Answer incoming calls and respond to customer's emails.
- Management and resolve customer complaints.
- Sell products and place customer orders in the computer system.
- Identify and escalate issues to supervisors.
- Provide product and service information to customers.

November 2015 –
May 2016

Branch Customer Service Representative
Haram Branch
TE Data

- Meet customers' in order to collect their bills.
- Management and resolve customer complaints.
- Sell products and place customer orders in the computer system.
- Provide product and service information to customers.

Education

- 2012 – 2016 **Higher Institute of Qualitative Studies**
Major: Bachelor of Commerce Management Information Systems
- Last year grade: Very Good
 - Project grade: Very Good
 - General grade: Good
- 2012 **High school:** Ahmed Lofty Elsayed School

Training Courses

- June 2021 Professional Certificate in Corporate Governance
- November 2020 Advanced Anti-Money Laundering and Combating Financing of Terrorism at EBI.
- June 2019 Anti-Money Laundering and Combating Financing of Terrorism at EBI.
- May 2015 Summer training at National Bank Of Greece at (Tharwat branch) as an intern
- Assist in Endorsing checks
 - Assist opening accounts
 - learn Types of bank accounts
 - Assist in the preparation of the loan

Skills

- Arabic Mother language
- English Excellent
- Knowledge in using MS Office Suite Knowledge (Word, Excel, Power Point).
- Good Internet researcher.

Personal Skills

- Work under Pressure, active, ambitious, adaptable and job-oriented.
- Handling problems with creative thinking and thoughtful analysis.
- Problem solving through gathering as much information as it needs, logic and innovative thinking drive the best solution together with other opinions.
- Flexible and dependable.
- Reliable, responsible and trustworthy.