

Luka Shafik Botros Awad

Address: Smouha building 48 flat, 53, Alexandria, Egypt, 03-4291056 (home)
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Summary

Detail-oriented problem solver with excellent analytical skills and a track record of optimizing productivity, reducing costs, and increasing profits. Strong management competencies with solid team-building and leadership qualities with experience in training and coaching coworkers. Works well with clients, vendor, and coworkers at all levels. Highly motivated and goal-oriented as demonstrated by completing many banking courses arranged by the Egyptian central bank with a concentration in finance while serving as full-time vice president. Offer a valuable blend of leadership, creative and analytical abilities that combine efficiency with imagination to produce bottom-line results. Proven success in planning, directing and coordinating loan servicing team activities to produce optimal outcomes.

Professional Skill Highlights

- Commercial account relations and Financial management
- Government monitoring and auditing experiences
- Account compliance & Maintenance
- Budget management
- Team building & leadership

Education

- High school 1978
- Bachelor of commerce from Alexandrian University 1982
- Diploma of banking from Alexandria University 1991
- More than 20 letters of credit courses arranged by the Central Bank of Egypt

Experiences

2012- Present

Industrial Development & Workers Bank of Egypt , Alexandria branch Vice President General Manager

Set up and manage client accounts to ensure compliance with established policies and procedures. Streamline for more than 2000 client communication process to make it friendly and easy process, develop and deliver training material on a variety of topics including loans and debt servicing. Borrowing base certificates for lines of credit and various loans. Officer in charge for internal and external signature.

Department of Export, import & Customer Service

Industrial Development & Workers Bank of Egypt, Alexandria, branch Jan, 1987 - Jan, 2012

Manage import transactions, including all related activities for an assigned base of accounts. Expediting transaction and entry processing to meet customer expectation and government requirements. Provide customs clearance activities for multiple types of entry and commodities. Perform clearance on all requirements as prescribed by regulatory requirements or customs specific procedures. Produce and complete additional documentation and assist import customers in the completion of additional documentation as prescribed by regulatory requirement. Also perform duties related to documentation preparation and traffic coordination required to correctly process goods through Customs and affect timely delivery. Models and acts in accordance with our guiding principles and core values.

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Financial Analysis

Industrial Development & Workers, Alexandria, Egypt

Jan, 1999 - Jan, 2000

Responsible for applying principles of accounting to perform various general accounting duties related to the completion of timely and accurate monthly financial statements for Industrial Development & Workers. Work closely with the Manager - Accounting and is also responsible for providing support to other department directors/managers and performs other duties as assigned.

Insurance Department

Industrial Development & Workers, Alexandria, Egypt

Jan, 1987 - Jan, 1988

Day to day needs, such as change requests, Certificates of Insurance. Checking endorsements to start Work closely with other team members.

Follow up Department

Industrial Development & Workers, Alexandria, Egypt

Jan, 1986 - Jan, 1987

Evaluation of narrowly defined issues, evaluation of a new regulation and money laundering...
Implements compliance oversight procedures with little to no supervision
Possesses solid knowledge of the principles concepts practices of the compliance discipline and applies them to their moderately wide understanding of Prudential products functions
Individuals are fully knowledgeable of their area of expertise and are capable of executing and completing complex tasks and analyses

Bill of Exchange

Industrial Development & Workers, Alexandria, Egypt

Jan, 1985 - Jan, 1986

Responsible for legally binding, written document that, orders a certain party to pay a specific amount of money to a second party and some bills of exchange may say that the money is due on a predetermined future date, or they may state that payment is due on demand.

Note: In November 2008 the Egyptian Workers Bank was merged into the IDBE under the name of "The Industrial Development & Workers Bank of Egypt" to create a stronger financial institution capable of providing distinctive banking services to the Egyptian economy. Shareholders' Structure Changed to become 84.4 % for Ministry of Finance, 3.3 % for Public Sector, 12.3 % for Private Sector

Languages and other skills

Arabic & English, Computer skills

Personal data

Date of Birth: 19 February, 1959

Married with two adult sons

Social Activity: Member of Sporting Club in Alexandria