

SAHAR ATA

Resides: Ancaster lodge
Queens Road
Richmond TW10 6JJ
Private Banking – Lecturer

Personal Mobile: 07768865674

Email Srrhholiday@aol.com



KEY ACHIEVEMENTS

- Lecturer in Business Management, Economics, Accounting, Marketing, Information System, Islamic Finance, Hospitality and Tourism.
- 7 years banking experience with Barclays Bank and Islamic Bank of Britain
- One year banking experience in Zamalek, Egypt with Egyptian American Bank
- CIFA 1 & 2 - Chartered Institute of Banking Studying CIFA 3
- CIM Diploma - Chartered Institute of Marketing
- Managed highly discerning Private Client's Portfolio
- Branch Manager of large store serving very wealthy community for IBB
- For Barclays, brought in to manage 3 underperforming branches that all ranked below 50% of target. Upon leaving, achieved 140%, 130% and 99% of targets.
- As seller, achieved 108% of targets and ranked one of 8 top performers in the UK
- Fluent in English, Arabic, and Business French
- Master of Information Management from London School of Economics
- Master of Business Administration (MBA) in International Business from Schiller International University (UK)
- Bachelor of Business Administration (BBA) in Banking and Financial Management with a minor in Economics, from Schiller International University (UK)
- Courses towards MBA in Project Management from American University of Cairo

Personal Profile

An experienced Business Manager and Lecturer with considerable experience in Marketing, Sales, Banking, Finance and Information Technology. In addition to my excellent computer knowledge, I have practical experience of establishing new markets.

Professional Experience

City Business college

London Business College

Renaissance International College

March 2009 to date

Lecturer in ABE Business Management

Islamic Bank of Britain

October 2007 to August 2009

Senior Branch Manager

- Achieved low risk compliance score after the branch was high-risk.
- Achieved 100% in KYC in quarter one 2008.
- Continuously training, coaching and developing staff, undertaking reviews, 1:1s, and appraisals.
- Achieving and exceeding sales.
- Raised the service score from a very poor grade to 95% within a few months.
- Business development, by attending many events and building relationships, raising the bank's profile in the community.
- Marketing the bank.
- Direct marketing and telesales staff.
- Managed private clients' portfolio. £13 million
- Managing Branch customers £44million
- Providing excellent customer service.
- Became the Face of IBB in the Muslim community.
- Connection to high profile people (sheikh, community leaders, Doctors, lawyers Business people. Ladies and Lords)
- Build Relations to charities in the UK and Middle east
- Have access to Qatar Royal Family
- Built relation with investors from the Middle East.
- Member of the Arab chamber of commerce, the Chambers of Arab Bankers and Muslim Net Work.

Institute of Islamic Studies; Regency Institute and BITE

- Work closely with these institutes in Marketing, Business Development and Lecturing.
- Worked with the Management Department in Surrey University in Project Managing third Saudi Conference; Planned and delivered the Islamic Economics conference.

Barclays Bank

June 2003 to June 2007

Assistant Branch Manager (Brighton Area)

Customer Advisor (Richmond Branch)

- Deputised and fully managed 3 Branches below 50% of target. Upon leaving, the branches were 140%, 130% and 99% of target.
- As seller, achieved 108% of targets and ranked one of 8 top performers in the UK.
- Achieved daily targets and high level for service scores.
- Coached and developed staff, training, appraising, 1:1s, staff meetings.
- Monitored profit and loss and networked with Barclays' business units.
- Won various Barclays awards for achievement and recognition.

Les Meubles de La Maison Ltd**1995 – to July 2002***Manager, London*

- Manager for a successful Import / Export Furniture establishment
- Managed small proactive team
- Researched Market entry to the UK, establishing product adaptation, product pricing and positioning, establishing a niche market.
- Responsible of successfully establishing the company's legal and managerial sides with the help of the lawyers and the accountant.
- Installing the required accounting system and responsible of day-to-day Management.
- Organizing furniture fairs, promoting the products through press release, achieving new leads and selling wholesale and retail to the clients.
- Effective negotiation of terms of contracts, sales for hotels and Business to Business.
- Building client database.
- Resolving customer queries and complaints.
- Responsible for advertising and setting up a new agent with presence in Kuwait, Saudi Arabia, South of UK and North of London.
- Holding board meetings to agree budgeting and set strategic plans.

Mohamed Ali Solomon Accounting Office**July 1992 – July 1994***Accounting Trainee, Sheriff Street, Cairo, Egypt*

- Produced Balance Sheets, Profit and Loss accounts
- Handled Client's portfolios.

Egyptian American Bank (Zamalek)**1991 - 1992***Customer Service/Management Training, Egypt*

- Customer service officer for three months.
- Promoted to Management Trainee.
- Management training for six months which involved gaining experience in most of the banking departments.
- Responsible for setting up Customer Inquiry Department to follow clients' delayed transfers and solve problems with correspondent banks

Sherson Lehman Hatton (Broad Gate)**Summer 1989***Interim Trainee, London*

- In investment portfolios and marketing

Education**London School of Economics**

- Master of Information Management

Schiller International University (UK)

- Master of Business Administration (MBA) in International Business

American University of Cairo

- Courses towards MBA (Project Management)

Schiller International University (UK)

- Bachelor of Business Administration (BBA) in Banking and Financial Management, Minor in Economics.

Professional Qualifications

- Sales management certificate from the institute of leadership and management
- CIFA 1 & 2 - Chartered Institute of Banking, studying 3
- CIM Diploma - Chartered Institute of Marketing
- EdExcel Certificate of Unit Achievement in Personnel Computer Support
- OCR/RSA Teacher and Trainer Diploma in IT
- Intermediate Certificate of French awarded from National Open College

Skills

- Excellent people skills.
- Managerial Skills realising the importance of team coherence.
- Analytical ability through research to reach the right decision.
- Computer literate: Microsoft Office applications including advanced and confident knowledge of spreadsheets, databases, Sage, Desk Top Publisher, PowerPoint, Front Page, Freelance, Delphi and the Internet.
- Able to encourage and motivate people.
- Open minded; non judgemental with ability to relate to people from all levels and backgrounds.
- Customer focused, able to respond to clients needs.
- Good listening skills.
- Advertising, promoting products, selling directly to customers and Businesses
- Fluent in English, Arabic, and Business French