

Mayassa M. Sayyed

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PROFESSIONAL PROFILE

A well-presented, efficient and trustworthy individual with an experience of working in a busy banking environment . I Possess valuable experience of working with customers, able to focus on their needs and finding the best plan available, keeping up to date with all banking developments. With excellent communication skills, both over the phone and face to face, I am able to deal with enquiries easily and finding solutions. I am able to be exceptionally accommodating and understanding while remaining focused and working to tight deadlines. A high level of motivation and a good work ethic has enabled me to meet targets and see tasks through to the end, helping the customer as much as possible.

Seeking a challenging role, where my existing skills and qualifications will add value from the outset, whilst I continue to further develop my skills and knowledge in this field.

PROFESSIONAL DEVELOPMENT

- Interpersonal Skills
- knowledge of banking services
- Excellent Attention to Detail
- Able to prioritize heavy workloads
- Confident in communicating and presenting at all levels
- Ability to seek advice regarding finance/mortgage to ensure the customer receives the best service
- Experienced at working under pressure, remaining calm and professional at all times

EDUCATION AND QUALIFICATIONS

Hassan Kassir High school

Lebanese official back 2 in Sociology & Economics

University : Lebanese international university (graduated)

Banking & finance major

EXPERIENCE SUMMARY

2018 : telephone operator at charlie taxi

2017 - 2018 : assistant general manager at fox wholesale club and supervisor for 6 apartments (follow up and renting) at Damac Versace tower .

2017 : telemarketing at mediasolutions (websites , social media management and mobile application) Corniche el mazraa

2016 : sales agent at Arope insurance Zalka branch (project from May till July) .

2013-2014 : trainee as a customer service and retail at Blom bank (Hamra main branch)

- Developing the clients and prospects retail branch business portfolio and establishing contacts with companies and business in order to boost the sales of product and services .
- Offering a quality oriented customer service .
- Being in charge of external marketing commercial campaigns , launched by retail division .
- Perform administrative tasks .

2011-2013 : cashier at spinneys / tsc and maison M in addition working as private teacher .

Skills

skilled in all basic “Microsoft Office” programs (excel , word , power point)

Achievement-oriented professional with experience in sales and customer service

Highly effective negotiation and persuasive skills

Languages

Fluent in English , French and Arabic (reading , writing and speaking)

References

Available up on request .