



# Maria Aad

Banker

maria.aad00@gmail.com

+961 70543548

Jdeideh El Metn, Lebanon

I am looking for a suitable position in a creative environment, working to expand my knowledge and skills and build a great career that responds to my expectations

## WORK EXPERIENCE

### Teller Byblos Bank

01/2018 – Present

#### Achievements/Tasks

- Providing customers with a personalized relationship.
- Cross selling: recommending products that meet customer's needs.
- Handling cash and non-cash operations (deposits, withdrawals, check deposits, checkbooks requests, etc.).
- Maintaining customer's confidence by keeping all the information confidential.
- Being attentive to notice any kind of frauds or money laundering.

Contact: Hani Bou Habib – 03062477

### Trainee Bank Audi

06/2016 – 09/2016

#### Achievements/Tasks

- Helped in organizing marketing events.
- Performed market analysis and research on competition.
- Collect quantitative and qualitative data from marketing campaigns.
- Maintain tracking reports of public relations activity.

### Sales G.TAMER Holding

06/2015 – 10/2015

#### Achievements/Tasks

- Advised on forthcoming products developments and discussing new promotions.
- Recorded sales and order information.
- Visited gained potential customers.
- Assisted in the creation of new deals and promotions.

Contact: Roula Cherfane – 03194089

## EDUCATION

### Gestion et Management Saint Joseph University

09/2014 – 06/2017

Beirut, Huvelin

### French/Lebanese Baccalaureate 2 Notre Dame Des Apôtres

09/2001 – 06/2014

Rawda

## SKILLS

Sales

Team Work

Communication

Time management

Adptability

Negotiation

## VOLUNTEERING

### Arcenciel

- Monthly visit during my training in Bank Audi

### Afel Liban

- Yearly Christmas visits with USJ

## LANGUAGES

### Arabic

Native or Bilingual Proficiency

### French

Full Professional Proficiency

### English

Full Professional Proficiency

### Spanish

Elementary Proficiency

## INTERESTS

Fitness

Travelling

Food