

MIREILLE SAYED

PERSONAL DATA

Date of Birth 04-Sept-1995
Address Hadat - Abou Jawde Street - Alice Building – 3rd floor
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SUMMARY

Enthusiastic individual looking for an opportunity to gain knowledge and improve my skills.

WORK EXPERIENCE

Jan 2018 - Present **Trainee**

BLOM Bank S.A.L – Retail Branch - Housing Follow Up Department

- Compute payment schedules & calculate remaining amounts.
- Follow up on settlements & submit warnings for customers whose accounts are delinquent.
- Forward irreconcilable accounts for lawyer action.
- Constantly review & update mortgage loan information in the system.

Jul 2017 - Sep 2017 **Intern**

BLOM Bank S.A.L - Badaro Branch

Jul 2015 -Aug 2015 **Intern**

Banque du Liban - Training & Development Department

2007 – 2013 **Team Leader**

Greenfield College - Summer Camp

EDUCATION

2014 – Present	Bachelor's Degree in Management	Lebanese University
2012 – 2013	Lebanese Baccalaureate in Sociology & Economy	Greenfield College

HOBBIES

- Camping
- Swimming
- Basketball
- Cooking

KEY SKILLS

- People Oriented
- Fast Learner
- Hard Worker
- Responsible

LANGUAGES

- Arabic
- English
- French

REFERENCES

Available upon request.