

Hala Imad Fakhoury

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OBJECTIVE

Seeking a position that will allow me to fully utilize my communication, organizational and problem solving skills.

PERSONAL INFORMATION

Nationality Lebanese

Gender: Female

Date of Birth: 7 August 1992

EXPERIENCE

Junior Housing Loan Officer

Lebanon and Gulf Bank SAL

Downtown - Beirut - Lebanon

July-2015 - Present

- Meet with applicants to obtain information
- Explain to customers the loans options that are available
- Analyze applicant's reports
- Review and update loan files

Client Solutions Coordinator

ACT Leaders

Mazraa - Beirut - Lebanon

April-2014 - May-2015

- Coordinate with clients to present the new updated workshops
- Administer and convert the upcoming workshop

EDUCATION

Master of Business Administration

Lebanese International University (LIU)

Beirut - Lebanon

February 2021

Bachelor of Business Management

American University of Science & Technology (AUST)

Beirut - Lebanon

February 2015

Senior Project Subject: Corporate Social Responsibility by building a new company under recycling and up cycling program

Access of English Language

English Access Micro-scholarship Program

Beirut- Lebanon

2011

Micro-scholarship sponsored by US Department of State, Bureau of Educational and Cultural Affairs and is part of the Office of English Language Program's

CERTIFICATIONS & COURSES

- NLP Workshop, ACT Leaders, September 2014
- Supervisory Skills, ACT Leaders, August 2014
- Communication Skills Workshop, ACT Leaders, May 2014
- Emotional Intelligence Workshop, ACT Leaders, April 2014
- JA Banks in Action, Injaz, June 2010
- Leadership Program, Injaz, March 2010

SKILLS

- Customer Service
- Customer's Reports for new files
- Insurance applications & renewals
- Daily follow up
- Training new employee
- Negotiate payment arrangements with customers
- Microsoft Office (Word, Excel and PowerPoint)
- Team Work
- Time Management
- Leadership

LANGUAGES

English

Fluent, written and spoken

Arabic

Native