

# Majdi Achour

## Personal Information

**DOB:** 29-9-1995

**Address:** Mar Elias – Beirut

**Hometown:** Mazboud-Iklim El Kharroub

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## Skills

- **Languages:** English, French, and Arabic (fluent in writing, speaking, reading)
- **IT:** Proficiency in MS Office, MS Access, Adobe
- **Personal:** Organization, teamwork, communication skills, time management, research skills, , problem solving, ability to work under pressure

## Volunteer Work

- Cedars for Care, 2014
- Himaya, 2017

## Summary

A fresh business management graduate looking for a suitable opportunity to start my career while being of added value to the team I am part of.

## Professional Experience

**Internship – all departments**

**Intramuro SAL. Spears – Beirut**

**July 2017 - August 2017**

- Training in all departments: Procurement, Accounting and Finance, Administration, Operations, HR and Contract management.
- Performing administrative duties such as scanning, filing, preparing reports and assisting managers in various tasks

**Customer Service Intern**

**Lebanon & Gulf Bank – Hamra, Beirut**

**July 2016 - August 2016**

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments
- Assisting customer service manager in solving client's problems
- Introducing clients to products and services of the bank
- Opening new bank accounts and providing information to customers of their account status and account balances
- Providing account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals

## Education

July 2018    **BA, Business Management** - Saint-Joseph University, Beirut

June 2016    **English Language Certificate** - St. Louis University, Missouri

June 2013    **Advanced English Language Certificate** - Cambridge

June 2013    **French Baccalaureate, Economy Section** - Lycée Abdel Kader

## Trainings

Oct. 2018    **Model Youth Parliament Certificate**  
Friedrich Naumann Foundation for Freedom

Nov. 2018 - Mar. 2019    **Workshops**, Saint-Joseph University

- Self-Awareness
- Leadership skills
- Communication Skills
- Presentation skills
- Business planning