

Monzer S. Choucrair

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EDUCATION

- Sep. '14 – Jan'17 **Arab Open University (AOU), Beirut, Lebanon**
- Bachelor's in finance and Micro-Finance, **GPA: (4.00 / 4.00)**
 - Ranked **First in Faculty**; Rank (1/60) for all semesters
 - Graduated in January 2018 **with high distinction**
- June '13 – May. '14 **Goethe Institute, Beirut, Lebanon**
- Dutch Language, written & spoken (*Completed 3 Levels*)
- Sep. '09 – June '13 **Hassan Kassir High School, Beirut, Lebanon**
- Lebanese Baccalaureate – Life Sciences

PROFESSIONAL EXPERIENCE

- Aug. '18 – Present **Telesales administrative – Infopro, Hamra, Beirut, Lebanon**
- Conducting phone targeting new subscribers to the company's product
 - Following up with potential customers until securing their subscriptions
 - Following up with subscribers' inquiries or complaints to ensure satisfaction
- Aug. '17 – March '18 **Salesperson, Shop Manager – Waste Studio, ABC Ashrafiye, Beirut, Lebanon**
- Managed sales for the companies stand in ABC
 - Followed up products register and requests of missing products
- April '17 – June '17 **Administrative Assistant – Pharmasol SARL, Beirut, Lebanon**
- Responded to calls from customers and pharmacies
 - Prepared client orders (eyeglasses, lenses, etc.) and processed invoices
 - Followed up with customers and pharmacies for late payments of invoices
- Aug. '15 – Sep. '15 **Trainee – Credit Libanais, Beirut, Lebanon**
- Processed various loans and cards applications offered by the bank
 - Processed (*filled & updated*) forms and documents related to opening new accounts, knowing customers and serving customers
 - Held the responsibility of one counter for processing cash & cheque deposits along with account withdrawals
- Oct. '13 – June '15 **Tutor – Tutor Union, Beirut, Lebanon**
- Conducted high school individual and group studies
- May. '12 – July '12 **Surveyor – Market Line, Greater Beirut, Lebanon**
- Visited various areas in Lebanon to fill surveys regarding brand reputation
 - Followed up with customers' requests to buy marketed items

QUALIFICATIONS & AWARDS

- Awards** High Achievement Award - *Faculty of Business - AOU*
Best Unit Leader Award - *Islamic Scouts - Beirut Area*
Best Story Writer – *Our Achievements Award, Beirut, Lebanon*
- Computer Skills** Excel, Access, Word, & Power-Point
- Language Skills** Proficient in written and spoken Arabic & English; Moderate in Dutch

EXTRACURRICULAR ACTIVITIES

- Jan. '15 – Present **Volunteer – INJAZ Lebanon**
- Conducting volunteering lectures/workshops in Lebanese public high schools about leadership and entrepreneurship
- Sep. '12 – May '15 **Unit Leader – Lebanese Scouts, Beirut, Lebanon**
- Coached one unit (around 20 members aged between 12-15)

REFERENCES

Available upon request