

Ralph G. Alam

BANKING & FINANCE

Contact Details:

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Rabieh - Street 7 , Metn

Executive Summary

I believe my true assets lie in my ideas, character, and ability to cope with all situations. I enjoy teamwork and I endeavor to bring out the best in others and myself.

Core Skills

Communication skills, negotiation skills, working within a team, mentors new joiners, hardworker and passionate

Trainings Completed:

- Orientation
- Day of a cashier
- Champion
- CustomerService
- Effective Communication Skills
- Falsified Money

Education

NOTRE DAME UNIVERSITY
SEPTEMBER 2012 - DECEMBER 2018

Bachelor in Business Administration Banking & Finance

SHOUER OFFICIAL SCHOOL
SEPTEMBER 2008 - JUNE 2012

Baccalaureate in Economics and Sociology

SAINT JOSEPH SCHOOL - CORNET CHEHWAN
SEPTEMBER 1997 - JUNE 2008

Activities:

- Volunteer in Civil Defense
- Private Tutor
- Sports
- Camping
- Outdoor Activities

Work Experience

CASHIER - ABC DBAYEH

December 2016 - Present

- Maintaining outstanding customer service
- Processing accurately and efficiently cash register operations
- Maintain clear and tidy cash points
- Execute all types of transactions on the POS
- Responsible of the replenishment of POS stationery
- Promote ABC products and cards
- Accountable for cash float procedure

Elected as Employee of the Quarter in 2017 & 2018 for presenting a special project for ABC department store
Took the initiative and worked on a CRM project for ABC department store

BANK OF BEIRUT - ANTELIAS
July 2016 - September 2016

- Trained in the customer service department
- Trained in the cash and non-cash services

ALAM MARBLE - SALES EXECUTIVE
June 2014 - August 2016

- Liaises with the clients and stock manager
- Ensures a smooth flow between the clients and demand process

ACCOUNTING INTERN AT BUREAU MICHEL ASHKAR
November 2013 - January 2014

- Data Entry
- Payroll & Tax
- Filing

Languages

English - Fluent
Arabic - Mother Tongue
French - Average
German - Conversational

Computer Skills

Microsoft Word
Microsoft Excel
Bee 2
SPSS
Bloomberg
JD Edwards