



Doua'a Succar

Finance and banking



961-71-494880



douaasuccar@gmail.com



Lebanon-khaldeh

D.O.B: 20/07/1996

ABOUT ME

A driven and detail-oriented finance and banking graduate from Beirut Arab university with solid background in logistics at Aramex international

I am seeking a challenging position in Accounting or Finance department of a reputed organization where my academic, professional and communication skills would be of value.

SKILLS

Logistics, Shipping, Transportation, Air freight, Freight Forwarding, Import, Export, Customer service, Communication and interpersonal skills, Microsoft office, Excel, Attention to details, Team work, Sales, Data Entry, Numerical and Analytical skills, Active Learning

LANGUAGES

Arabic (Native) - French (Expert) - English (Expert)

EDUCATION

LaCite Culturelle

Lebanese Baccalaureate 2014 - Life science section - Sep 2011 - Jun 2014

Beirut Arab University

Bachelor of Business Administration - Finance and Banking Program - GPA: 3.14
~ SEP 2014 - JUN 2017

CERTIFICATES

- **Certified Management Accountant Preparatory (Part 2)** from Business Finance Club - January 2022
- **ICDL Certificate:** certified by Beirut Arab University - May 2017
 - Computer and Online essentials
 - Microsoft (Word, Excel, Power point)
 - Database
- **Excel Advanced Level 2 and 3** (CERTIFIED BY NEW HORIZON)

EXPERIENCE

ARAMEX

Contact Center - Beirut - ~ February 2018 till January 2020

- Track and Pick up shipments and orders.
- Solve customer's problems Example: Delayed Delivery, Broken shipments
- New account Openings mainly detailed explanation of service provided.
- Introduction to New Services, such as Ecommerce.

BEIRUT BROKERAGE

Accountant - Beirut - June 2017 till October 2017

- In charge of market flow, data flow, transaction entry and opening accounts
- Work with Vertex, withdrawals deposit credit in and out of clients' accounts.

Compliance

- Opening accounts, KYC (Know Your Customer)
- Data Entry on SIC seeds with Banque Du Liban regarding Aunty Money Laundering daily and doing monthly reports.

BLOM BANK

Teller Intern - Beirut - July 2016 till August 2016

- Working with withdrawals, deposits and money transfer
- In charge of customer service operations, such as the below:
 - Opening Single and Joint Accounts
 - Opening Debit and Credit Accounts
 - Sign Know Your Customer, FATCA (for American Citizens only) contracts for new customers.