

# Khoudari, Mohamed

Address: Abra, Jezzine Street, Bizri Building, 4<sup>th</sup> floor- Saida, Lebanon

Mobile: 0096176832251

Email: [mohamedkhoudari@outlook.com](mailto:mohamedkhoudari@outlook.com)

Gender: Male

Marital Status: Single

Date of Birth: 6/5/1996

## Objective

To enhance my knowledge and capabilities in my field of education by working at a dynamic organization like yours.

## Skills & Abilities

I have some soft skills like the ability to work under pressure, time management, self-motivation, commitment, conflict resolution, adaptability, teamwork, and leadership. I also bring to the table some computer/technology skills like Microsoft office and basic smart phone hardware development as a hobby.

## Experience

|  |                         |
|--|-------------------------|
| Abdel-Aziz Branch of BLOM Bank-Beirut(intern)      | August,2017- Continuing |
| Kanaan Sweets (Accounting and Sales)               | Summers of 2015-2016    |
| Al Asriyah Library (Accounting and Sales)          | Summer of 2014          |
| HR at Dalaa Hospital (Archiving and data analysis) | Summers of 2012-2013    |

## Education

|  |           |
|--|-----------|
| Lebanese International University (LIU) Saida — Business (Banking and Finance) | 2014-2017 |
| Al Makassed High School, Saida — Lebanese Official Bachalaurate (SE)           | 2014      |

**Languages**    Fluent in English and Arabic and a beginner in French

*Recommendation letters , references, and transcripts are available upon request*



April 2, 2019

**TO WHOM IT MAY CONCERN,**

This is to certify that the below candidate completed an internship at BLOM Bank s.a.l as per the following:

|               |                                |
|---------------|--------------------------------|
| Intern's Name | <b>Mohamad Haitham Khodari</b> |
| Location:     | <b>Retail Banking</b>          |
| Start Date:   | <b>19-08-2017</b>              |
| End Date:     | <b>19-02-2019</b>              |

During this period, he was exposed to several tasks and duties which he grasped well and performed accurately. He took his internship seriously and demonstrated an inquisitive and eager-to-learn demeanor. He conducted himself professionally and abided by the policies and regulations set forth by the bank. He displayed an advanced ability to grasp technical tasks assigned to him.

Kindly note that this certificate was issued upon his request.

**Pierre Abou Ezze, Ph.D.**  
**Assistant General Manager**  
**Human Resources**

**BLOM BANK sal**

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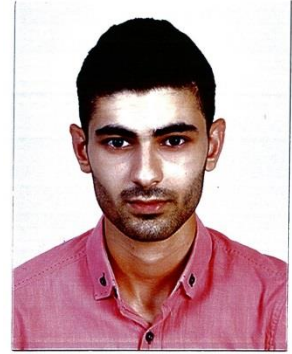
Mobile: 0096176832251

Email: [mohamedkhoudari@outlook.com](mailto:mohamedkhoudari@outlook.com)

Gender: Male

Marital Status: Single

Date of Birth: 6/5/1996



August 06, 2019

Dear Institution Team,

I'm thrilled to be applying for a position at your institution which I see as leading in the World Economic sector. The opportunity to provide my services with your work team would brighten my future.

Currently, I am a trainee at Abdel-Aziz Branch ( Retail Head Office ) of BLOM Bank-Beirut, ( 009611753000 ) Lebanon. I have been working there as an intern since August 19, 2017. I graduated with a degree in Business Administration ( Banking and Finance major ) from the Lebanese International University (LIU) in June, 2017. I have demonstrated good academic performance in all courses, maintaining a 3.04/4.0 GPA in my major. The courses I have completed have given me a solid foundation in the tools, processes and methodologies involved in a successful banking career.

In addition to my academic strengths, I have advanced computer skills expertise in the MS Office suite, and my hobby is to develop smart phones hardware.

My passion to my field of study started when I first worked during the summers of my high school years in the HR department of Dallaa hospital in Saida and in the Al Asreyah Library. My practical experience in my field owes to the job I got at Kanaan Sweets Co. in Saida during the summers of my first two years at university. And in the last two years I have gained further experience in the field of banking and finance at BLOM Bank .

I worked in the Housing Loan Department ( from August 19, 2017 till December 2017 ) under the management of Mrs. Salam Bechara and the supervision of Mrs. Zeina Badr and Mr. Carlos Gemayel. I used to work on the insurance papers related to housing, entry of data related to IPH files in the basic level of studies, contacting with the Human Resources Departments in the companies to identify where each housing loan applicant works in order to investigate about the probability of transferring his salary domiciliation from the dealing bank to BLOM bank. Also, I used to prepare books of indebtedness to BLOM branches.

After that, I worked in the Credit Cards Department ( from December 2017 till February 2019 ) under the management of Mrs. Lamiaa Chehabeddine and the supervision of Ms. Leen Halabi. I used to work on studying the requests of the Credit Cards applicants after being completed and filled by the Telemarketing Team. Also, I used to communicate with the applicants to complete the missing required documents in their files, and to handle the problems they noted in the Customer Care Service. I cooperated with BLOM branches to ensure the completion and delivering of the cards to the applicants

and followed up with the applicants and the branches to perform document controlling and checking to save time and to serve the applicants in the fastest way possible.

Since 19/03/2019 I am working in the Personal Loans Department under the management of Mr. Michel El Hajj and the supervision of Mr. Nabil Saad , studying the applications of the clients and giving the right decisions concerning the loans.

The enclosed resume provides more details of my skills and achievement track record. If you agree that I would make a valuable addition to your team, please feel free to call me at (00961) 76-832251 or email me at [mohamedkhoudari@outlook.com](mailto:mohamedkhoudari@outlook.com)

Sincerely,  
Mohamed Khoudari

Enclosure: Resume

# Lebanese International University

الجامعة اللبنانية الدولية

The Board of Trustees,  
upon the recommendation of the faculty,  
and by virtue of the authority vested in it  
by the Republic of Lebanon,  
has conferred upon

Mohamad Haisam Khoudari  
Bachelor of Business Administration  
in Banking and Finance



محمد هيسم الخصري  
بكالوريوس إدارة الأعمال  
في العلوم المالية والمصرفية

إن مجلس الأمناء، بناءً على توصية الهيئة التعليمية  
وإلى الحق القانوني العظم له من  
الجمهورية اللبنانية  
منح

with all the rights, privileges and responsibilities  
thereunto appertaining.

In testimony whereof, this diploma,  
bearing the signatures of the authorized officials and  
the seal of the University, has been given in Lebanon,

This 31st day of May  
in the year two thousand and Seventeen

مع كل ما لهذه الدرجة من حقوق وامتيازات ومسؤوليات  
وأقر بذلك، فإن هذه الشهادة، حاملة توقيعات المسؤولين  
وختم الجامعة، قد أعطيت في لبنان

في اليوم  
من سنة الفين وسبعة عشر

الرئيس

President

العميد

Probst

الواحد والثلاثين من أيار

Dean



جامعة اللبنانية الدولية  
LEBANESE INTERNATIONAL UNIVERSITY

مرسوم رقم 5294 بتاريخ 2001/04/19  
التاريخ: 2017/07/19  
المرجع: د.ش.ط. 03/198

### To Whom It May Concern

The **Lebanese International University** certifies that the student **Mr. Mohamad Haisam Khoudari** ID # (31430058) has successfully completed all the University requirements for the degree of **Bachelor of Business Administration, Major Banking and Finance**, and was granted the degree on **31.05.2017**.

This certificate has been issued upon the student's request.



**Khaled Mourad, PhD**  
Administrative Director