



# AKRAM GHARZZEDDINE

Khalwat Falougha  
00961-3287049 | akramgharzzeddine@yahoo.com

## PERSONAL DETAILS

- Date of Birth : 26/May/1998
- Marital Status : Single
- Nationality : Lebanese

## OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide challenging opportunities where I can fully use my skills for the success of the organization with a range of goals and job objectives within a contemporary and economical business setting

## EDUCATION

- **Lebanese University**  
2016-2019  
Senior Student Banking and Finance
- **Lycee National School**  
2015-2016  
Baccalaureate degree in SE

## EXPERIENCE

- **Bank Misr Liban**  
03/2018 - 05/2018  
Internship
  - Meeting and greeting customers.
  - Knowing different products and services related to the bank.
  - Responding friendly and professionally to customers inquiries.
  - Monitoring the way transactions were being accomplished.
  - Learning the rights and duties of both, the bank and customers.
  - Making and answering phone calls.
- **Leaders Food**  
10/2016 - 10/2017  
Assistant - Marketing and Economic Skills
  - Holding business meetings at Turkey with suppliers.
  - Following up with customers and solving their conflicts.
- **Adam pr le commerce**  
06/2015 - 07/2016  
Accounting assistant
  - Handling financial transactions and reports appropriately.
  - Processing payments and invoices.
  - Tracking revenues and expenses related to the company.
  - Performing basic tasks such as filing, data entry, answering phones, etc...
  - Direct communications with clients and vendors.

## SKILLS

- Microsoft Office WordPad
- Microsoft Office PowerPoint
- Microsoft Office Excel
- Accountancy
- Call center
- Data Entry
- Marketing
- Customer Relations
- Meeting Facilitation

## LANGUAGE

- Arabic : Native
- English : Good written & spoken
- French : Very Good written & spoken

## ACTIVITIES

- Chess
- Travel