

# Wissam Zeineddine

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Aiming for a career position at your generous company, offering creativity and critical thinking skills to help generate innovative ideas and gain experience.

## Experience

Sep. 2019 – present: Sales / Customer Services at Cremino Patisserie

**Responsibilities:** - Ensure customer satisfaction

- Handle all client requests
- Solve customers' complaints
- Stock keeper for different products

July 2019: Floor Manager: Sales and Cashier at a Gaming Lounge

**Responsibilities:** - Maintain accurate cash drawer

- Process all customer transactions
- Perform data entry operations
- Handle first level of troubleshooting
- Manage the programs on the PCs

1 Jul. – 1 Aug. 2019: Internship at SGBL (Teller – Customer Services)

**Responsibilities:** - Perform data entry operations

- Handle money transactions
- Direct interface with clients

23 Jul. – 17 Aug. 2018: Internship at Bank Audi (Teller -Customer Services - Back Office)

**Responsibilities:** - Open different account types for clients

- Perform data entry operations
- Handle money transactions
- Deliver check books

18 Jun. – 18 Jul. 2018: Internship at Hotel Dieu (Marketing department and store)

**Responsibilities:** - Check incoming merchandise

- Input all data into the system
- Prepare orders for hospital departments
- Perform product analysis between products in terms of quality and price.

Sep. 2016: Worked in the Archive Department at Bahman Hospital

**Responsibilities:** - Arrange and prepare patients' folders

- Archive folders accordingly

## Education

Sep. 2016 – Jun. 2019: Bachelor's in Business Administration (BBA)| Saint Joseph University (USJ), Beirut, Lebanon.

2000 – 2014: Lebanese Baccalaureate II in Sociology and Economy (SE)

## Projects Accomplished

### **Company Analysis:**

Studying a company's structure and analyzing its dysfunctions.

### **Marketing project:**

Comparing two products in the same industry and studying their history.

**Sustainability project:**

Choosing a company and allocating its weak and strength points and how much the company is sustainable.

**Summary Skills**

Computer Skill: Microsoft Office: Word, PowerPoint, Access, Database and Excel.

Languages: Fluent in English and Arabic.

Soft Skills: Leadership, Communication, Public Speaking,  
Management, Able to work alone or in a team

Interests: Reading, writing, drawing, and sports.

**Accomplishments**

Played soccer with:

- USJ Futsal Team / 2017
- AUCE Futsal Team /2016-2017
- AL Mayadeen Futsal Team /2014-2016
- Al Sadaka Futsal team /2012-2013