

OLIVIA ABOU RJEILY

Address: Robert Georges Bldg., Gouraud Str. Gemmayze, Beirut, Lebanon

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Date of Birth: 8-Sept-1994

Citizenship: Lebanese

WORK EXPERIENCE

2018 (ongoing)	Administrative Staff at Byblos Bank SAL- Main Branch, Sassine Handling back-office operations including internal transactions, renewal of term deposits, interest on deposit accounts, transfers, bills, issuance of certificates and bills. Responsible of all the unpaid related to loans and cards.
2016-2017 (Nov'16 -Dec'17)	Customer Service Representative at Byblos Bank SAL - Main Branch, Sassine Handling some of the back-office transactions. Selling products and services to customers and opening of accounts for individuals and corporate clients.
2015-2016 (Dec '15-Oct '16)	Counter Clerk at Byblos Bank SAL- Main Branch, Sassine Handling cash transactions, transfers and miscellaneous operations such as taxes.
2014 (Summer)	Internship at Audi Bank SAL - Saifi Branch, Beirut Personal Banker – July 2014 Counter Clerk – June 2014

EDUCATION

2019	CFA level 1 candidate – Finance and Risk Institute
2019	Certification - Banking Ethics - Ecole supérieure des affaires- ESA Good knowledge in moral principles and values in various businesses
2017	Certification - Lebanese Financial Regulations- Ecole supérieure des affaires- ESA Good knowledge of the legal and regulatory environment of banking and finance
2012-2015	Bachelor in Business Management – Université Saint Joseph- Lebanon
2011-2012	Lebanese Baccalauréat in General Science
1997-2012	College Sacré-Coeur Gemmayzeh <i>Graduated with Academic Distinction</i>

EXTRA-CURRICULAR ACHIEVEMENTS

2016	Certification- Party planning
2012	Member of the Volleyball Team at Sacré Coeur Gemmayzeh
2001	Scouts of Lebanon (SDL), Sacré Coeur Gemmayzeh VII^{ème} Beirut

SKILLS

Languages	Arabic (native), French (fluent), English (fluent)
IT	<ul style="list-style-type: none">• Good knowledge in Globus T24• Good Knowledge in Microsoft Office (Word, Excel, PowerPoint, Access), Visual Basic

REFERENCES

Available upon request