

**MOHAMMAD ZRARA**  
BEIRUT, LEBANON  
Tel: 961 03-687751  
Email: ZRARA3@HOTMAIL.COM

**Nationality: Lebanese**  
**Date of birth: 21, September 1989**

#### **Summary and skills**

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Hardworking business-management graduate with 8 years experience possessing different posts and tasks.  
Knowledge in employing best business practices, that improves efficiency and increase productivity.  
Having a professional attitude and an ability to be flexible and handle change in a positive manner.  
Knowledge in possessing excellent communication, leadership and organizational skills

#### **EDUCATION**

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<b>Bacc.2 in ES at Jobran Twayneh High School</b>	<b>year 2005-2007</b>
<b>Bachelor in Business Administration at Beirut Arab University</b>	<b>from fall 2008 till fall 2011</b>
<b>Emphasis: Management (degree very good)</b>	

#### **SKILLS & QUALIFICATIONS**

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Languages: Arabic, English  
Computer: MS-OFFICE, Excel, Web Surfing  
Good communication and team skills  
Responsible, Hard worker

#### **CERTIFICATES**

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<b>American Learning Center</b>	<b>July 2006 till October 2006</b>
• Attend English Course Level 6	
<b>Training in BDL</b>	<b>1/12/2011 till 31/12/2011</b>
• (IT DEPT)	
<b>Training in the legal aspects of banking operations</b>	
• (ASSOCIATION OF BANKS IN LEBANON)	

#### **EXPERIENCE**

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**Jammal trust bank (JTB) burj barajneh branch:**

<b>- Operation officer starting</b>	<b>02/01/2012 till 31/12/2013</b>
<b>- Credit officer and customer service starting</b>	<b>02/1/2014 till 20/8/2015</b>

**Head office of Jammal trust bank:**

<b>- Super user in the new core banking system (BANKS)</b>	<b>starting from 20/8/2015 till 2019</b>
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**Any Further information (recommendations, certificates, or transcripts) will be provided upon request.**