

Mira Gharbieh

Graduate Student

Seeking a position in a progressively growing organization, as an incentive to hard work, achieve success and acquire rich and varied experience as I move forward.

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📞 76-786659

📍 Aramoun, Beirut, Lebanon

WORK EXPERIENCE

Retail Banker Blom Bank s.a.l.

08/2018 – Present

Beirut, Lebanon

Achievements/Tasks

- Follow up customers, merchants, and branches regarding personal and consumer loans.
- Recommend solutions to resolve rejected files.
- Maintain relationships with current clients and corporations.
- Establish or suggest new business opportunities when applicable.
- Report to the supervisor by preparing daily reports.

Intern JWT (John Walter Thompson)

07/2017 – 09/2017

Beirut, Lebanon

Achievements/Tasks

- Shadowed the Social Media Manager
- Understood how to deal with large companies
- Researched on how to make a business strategy

Part-time employee - Loan Department Lebanese American University (LAU)

2015 – 2018

Beirut, Lebanon

Achievements/Tasks

- Filing documents for students who have taken a loan
- Interacting with students and explaining the loan process at LAU

EDUCATION

Bachelor Degree in Business Studies Lebanese American University

2015 – 2018

Beirut, Lebanon

Key Courses:

- | | |
|-------------------------------------|----------------------------------|
| - Financial & Managerial Accounting | - Quantitative Business Analysis |
| - Managerial Finance | - Consumer Behavior |
| - E-Marketing | - International Marketing |
| - Marketing Research | - Retail Marketing |

SKILLS

Time management

MS office in Design

Communication Skills

Highly Organized

Teamwork

Creativity

Written Communication

WORKSHOPS

Workshop with "Sacotel" SAL in collaboration with Fattal Group.

- Participated in "Unleash your creativity contest" with Sacotel in 2017
- Successful completion of "Presentation Skills" for "John Walter Thompson"
- "How To Get Ahead In Advertising" for "IMPACT BBDO"
- Certified by "Vanguards" for Business Planning & ROI.

OTHER EXPERIENCE

Worked for a short period of time at Zaatar W Zeit call center.

Owner of an online clothing shop on Facebook and Instagram.

Participated in the organization of Beirut Women's Marathon with Beirutiyyat.

LANGUAGES

English



Arabic



French



INTERESTS

Tennis

Reading

Socializing