

# Georges Samaha

Lebanese  
Mount-Lebanon. May 24, 1994

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Okaibe,

## I. Objective

- Aspiring International Business Student with humble managerial and organizational skills, seeking to apply my knowledge and work experience in a reputable company.

## II. Education:

### • Lebanese American University

2012 - 2016

Bachelor of Science, International Business

- Assistant in the Business Office (2014 - 2015).
- Assistant in the School of Business (2016).

### • Antonine Sisters School-Ghazir 2012

1997 -

Baccalaureate Degree, Sociology and Economics.

- Engaged in a variety of community services e.g. SOS, Red Cross.

## III. Experience:

### • Libano-Suisse Insurance Company date

Sept. 2017 to

#### Account Executive – Brokers Unit:

- Handling multiple Broker portfolios
- Solving all claims issues, following up and liaising with the underwriting department to deliver policies on time
- Preparing Insurance Offers.
- Maintaining a solid relationship with the brokers in order to grow our portfolio and business.
- Issuing and following up on invoices and credit notes related to brokers and their clients.

### • Chedid Capital Holdings 2017

2016 -

#### Junior Reinsurance Broker – Medical Department:

- Assigned to the medical and life department Treaty Division
- Prepared treaty renewal offers and new business offers to re-insurers and insurance companies.
- Maintained a good solid relationship between both parties in order to renew existing contracts and bring in new business.

### • BLC Bank 2015 Intern - Counter Operations and Customer Service

July-August

- Gained knowledge in basic bank functionalities such as business transactions with customers. Educated in banks' customer service duties such as giving out loans.

## IV. Skills, Achievements and Interests:

### ● Skills

- **Language skills:** Arabic (mother language), English and French: Spoken, written and read. Basic Chinese.
- **Communication Skills:** Listening skills, Open-mindedness, Public Speaking, and Confidence.
- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint and Outlook), IPMS and background in programming.
- **Research and analytical skills:** Research and data gathering techniques, problem solving, critical thinking and creativity.
- **Other:** Teamwork and time management skills. Performs well under pressure, multi-tasker, self-taught and a software and hardware enthusiast.

### ● Achievements

- Developed business plans for managerial and administrative purposes (March-May 2016).
- Created a database of information on all public administrators and ministries in Lebanon for Train/Train NGO (February 2016).
- Researched and constructed tactical managerial plans in a “Capsim” simulation aimed at managing a virtual online company (March-May 2015).

### ● Interests:

- I enjoy reading books in my free time.
- I engage in different kinds of sports activities at least three times per week.
- I always research interesting topics that add value to my life.
- I travel to gain life-long experiences (languages, cultures and creativity).