

Acile Mostapha Beyh

Address: Saida, Lebanon

T: +961 71 396 349, E: acilebeyh@gmail.com

Lebanese, Single, DoB: 22 Jul. 1995

Objective: Seeking a full-time position in a reputable organization that offers opportunities for advancement and where my skills can be employed and developed.

EDUCATION

Sep. 2013-Jun. 2016: License en Gestion et Management, *Université Saint-Joseph*, Beirut, Lebanon

Sep. 2006-Jul. 2013: Economy & Sociology, Lebanese Baccalaureate, *Houssam Eddine Al Hariri High School*, Saida, Lebanon

EXPERIENCE

Summer of 2015: Trainee, Fransabank, Saida, Lebanon

Primary responsibilities include:

- Understanding and receiving first hand exposure to the world of loans.
- Performing local and international calls with customers to update them with the newest offers.
- Customers details and accounts data entry.

November/2017-January/2019: Collection/trainee, BLOM Bank, Beirut, Lebanon

Primary responsibilities include:

- Evaluate and review credit applications to determine if borrowers are likely to repay their debts.
- Follow up on delinquent borrowers and find ways to enforce repayment for overdue balances.
- Evaluate risk factors associated with credit applications.
- Negotiate repayments to insure back debts are repaid by calling clients to discuss payment plan options.
- Greet customers warmly and ascertain problem or reason for calling.
- Resolve customers complaints via phone, email or social media.

SKILLS

Computer Skills: Microsoft Desktop Applications: Word, Excel, Access, PowerPoint, Adobe Photoshop, Windows Movie Maker

Languages: Fluent in French, English and Arabic

Soft Skills: Leadership, Communication, Team-Building, Management, Public Speaking

INTERESTS

Reading, Writing, Traveling, Drawing, Swimming

PERSONAL STATEMENT

- Self-motivated
- Positive Thinker
- Social
- Work effectively both as team member and independently
- Enthusiastic and committed
- Excellent communication and IT skills

REFERENCES

Available upon request.