

Name: Amani Houssam Harb

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Personal Details:

Gender: Female

Date of Birth: 25/6/1997

Place of Birth: Ain Wzain

Objectives:

A fully qualified financier and accountant with demonstrable experience in position of high responsibility. A strong communicator and excellent relationship builder who can develop.

Deep business insights that will influence the direction and actions of a company. A fast learner who is capable of establishing credibility with senior players early on in a new position as a true professional have a real attitude good knowledge of basic accounting and finance principles and a pragmatic approach to finding solutions.

Education:

- 2018 BA in business administration banking and finance
At Lebanese University
- 2016 Faculty of science Bio Chemistry
- 2015 High school diploma Life Science

Experience:

- 2019 Internship at BBAC bank at several departments (customer services, banking operations & loans)
 - Overviewing of operation functions
 - Raising between the direct sales force team & the customer lending department
 - Deep in sight of loans
 - Dealing with customers & learn to identify and satisfy their needs.
- 2018 preparation of sport events
 - Involved in working day to day in challenging fast
 - Organize a few different variations of one main sport biking.
 - Organize a varying styles of competition for sporting events.
- 2017 Cashier at la valeur supermarket
 - Assisted management with training new stuff for customer services and cashier departments.
 - Interacted with managers and supervisors.
 - Insured accuracy of cash register balances.
- 2015 Guide at Ain wzain Grotto

Skills and Qualifications:

- Keen mathematical skills
- Innovative approach to complex work.
- Effective communication skills.
- Client relations
- Executive team worker.
- Finance management, accounting procedure, credit control & budgeting.

- **Computer Skills:**

Strong Microsoft office including word – excel – Excess.

- **Languages Skills:**

Arabic and English read, write and speak in fluently.

Activities and Interest:

- Attending workshops
- Sport – music – drawing – climbing
- Write and speak in prose.

References

References available upon request.