

Marie El Naaman

Date de Birth: 01.01.1992
Nationality: Libanese
Address: Beirut, Liban
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Email:
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Skills:
Team Work
Flexibility
Communication
Integrity
Client Orientation
Responsibility

Volunteer:
First aid responder
Lebanese Red Cross

Languages:
Arabe: Mother Tongue
French: Excellent
English: Excellent

Computer Skills:
Microsoft Office, Temenos
T24

Resume

Experienced Customer Service Officer with a demonstrated history of working in the banking industry. Skilled in Budgeting, Business Planning, Analytical Skills, Banking, selling, great team work player, quick learner, looking forward to build a career. Strong support professional from my MBA international Paris from Paris Dauphine, Pantheon Sorbonne and University Saint Joseph.

Professional experience

Potential donor’s researcher - 10/2019 – 31/08/2020
Saint-Joseph University - Lebanon

- Identify potential donor targets and Execute donors profiles (status, profession, interests, philanthropic work)
- Look for new ideas to bring to the team, such as marketing or stewardship ideas, administrative support ideas and new methods of soliciting donors.

Individual client advisor - 06/2015 – 09/2019
Société Générale de Banque au Liban - Lebanon

- Promote and advise clients on the banking products and services best suited to their needs (investments, savings, investments, loans etc.)
- Analyze the risk available in the portfolio.

Teller - 05/2014 – 05/2015
Société Générale de Banque au Liban – Lebanon

- Execute all operations on bank accounts, concerning any kind of check, transfer, withdrawal, payment.
- Promote banking products and services to customers.

Sales Coordinator - 10/2013 – 4/2014
Weber St Gobain - Liban

- Respond to all upcoming sales inquiries, by phone, fax and email and forward them to logistic
- Check each customer's credit, maturity and balance limits.

Education

Paris-Dauphine University - PSL – France
MBA International Paris - 2019

Paris 1 Panthéon Sorbonne University - France
MBA International Paris - 2019

Saint Joseph University of Beirut Faculty of Management and Management - Lebanon
Master in international business management (MBA) option business management - 2019

Lebanese University Faculty of Economics and Management - Lebanon
Bachelor in management option finance and financial institutions -2013

Girls of Charity Secondary School - Lebanon
Lebanese official bacc. II in economics (ES)- 2009

Certificats et Formations:

Arizona State University - US
Business English Management and Leadership – November 2020

Formatech – Liban
Fundraising and proposal writing – August 2020

Association française des fundraisers – France
Fundraisers seminar - together to reinvent ourselves - June 2020

Lebanese Red Cross - Lebanon
First aid responder - August 2016