

NIZAR ANTOINE CHKEIBAN

4th floor, Semitian Bldg
Boulevard Camil Chamoun
Bauchrieh - Lebanon
+ 961-70560855
+9611-692139
nchkeiban@hotmail.com

OBJECTIVE

Being a man with highly developed communication skills, results driven yet customer-service oriented, responsive to change, resourceful, and able to develop my personal abilities and professional values, I am looking for a challenging job as a long term career path where my experience, education, background and skills can best benefit your company.

PROFESSIONAL EXPERIENCE

1- Bank of Beirut S.A.L, Achrafieh Saydeh Branch, Lebanon

Universal Teller

Sept.1, 2014 - Now

- Serve clients in accordance with the customer service standards.
- Process customer transactions:
 - Purchase, payment and dispatch of checks
 - Return checks unpaid
 - Clearing checks
 - Issuance of banker's and certified checks
 - Cash deposit and withdrawal
 - Outgoing, incoming and internal transfers
 - Preparation, amendment and settlement of bills
 - Opening / closure of accounts
 - Money transfer with Western Union
 - Payment of TVA, fiscal and car fees
 - ATM maintenance and monitoring
 - Domiciliation of utility bills
 - Issuance of bancassurance policies
 - Issuance of certificate of deposit
 - Responsible of Cash Transaction Slip
- Perform internal administrative tasks.

2- Villa Sky Properties S.A.L., Jdeideh, Lebanon

Real Estate Agent

May 1, 2015 – Sept. 30, 2017

- Present purchase offers to sellers for consideration
 - Negotiate prices or other sales terms
- Act as an intermediary in negotiations between buyers and sellers
- Compare a property with similar properties that have recently sold to determine its competitive market price:
 - Appraise property values
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services:
 - Develop content for sales presentations or other materials

- Interview clients to determine what kind of properties they are seeking:
 - Gather customer or product information to determine customer needs.
- Locate and appraise undeveloped areas for building sites, based on evaluations on area market condition:
 - Identify investment opportunities or strategies
- Evaluate mortgage options to help clients obtain financing at the best prevailing rates and terms:
 - Advise real estate clients

3 – Credit Bank S.A.L., Jal el Dib, Lebanon

Missionary of FATCA

Aug.1, 2014 - Aug. 30, 2014

- KYC (Know You Customer) Renewal to verify if client has a US nationality.
- Set meetings with clients to investigate if they or any member of the family own any real estate in USA.
- Report any doubtful client to the Compliance Department.
- Prepare weekly report to the Compliance Department concerning the US nationality holders.

4- Absolutely Digital- Online Marketing Agency, Dbayeh, Lebanon

Freelance – Salesman

Jan 5, 2014 - April 30, 2015

- Services existing accounts, obtain orders and establish new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjust content of sales presentation by studying the type of sales outlets or trade factor.
- Focus sales effort by studying existing and potential volume of dealers.
- Submit orders by referring to priceless and product literature.
- Keep management informed by submitting activity and results reports, such as daily call report, weekly work plans, and monthly and annual territory analysis.
- Monitor competition by gathering current marketplace information on pricing, products, new products, delivery schedules etc....
- Resolve customer complaints by investigating problems, developing solutions, preparing reports, making recommendations to management.

5- Khalil Fattal and Sons S.A.L – IPF, Sin el Fil, Lebanon

Merchandiser – Key Account

Jan. 2, 2013 till Dec. 31, 2013

- Analyzing tests sales figures/ trends to anticipate future product needs
- Relaying merchandise plan to the buyer who, in turn can decide on what products, styles, colors etc... to purchase and from which suppliers, at what price
- A contract for the suppliers including quality control, accuracy and flexibility. This is done throughout the season.
- Allocating certain amounts of stock, to each outlet, throughout the season.
- Once the products are all distributed and put on sale, the merchandiser can monitor stock movement, consider mark downs inter-branch transfers, promotions or clear outs.

6- Resto – Café, Jdeideh, Lebanon

Hall Supervisor

March 1, 2011 till Nov. 30, 2012

- Balance team and individual responsibilities, contribute to building positive team spirit. Put success of team above own interests; support the effort of others to succeed.
- Coordination of daily assignments to entry level employees, inventory preparation, display and control.
- Maintain company' standards of excellence. Approach others in a tactful manners, treat others with respect and consideration regardless status or position.

- Insure work responsibilities are covered when absent through communication with supervisor.
- Insure on a daily basis that the Café is open and staffed appropriately, the Café and lounge areas are clean, inventory levels are appropriate and equipment is working properly.

7- Wooden Bakery, Dekwaneh Branch, Lebanon

Staff Supervisor

Feb 1, 2010 –Feb 15, 2011

- Supervise and coordinate activities of workers engaged in mixing, dividing, molding, and proofing of dough.
- Oversea operation of automatic machinery, such as rounding, slicing and wrapping machines to insure maintenance of specified quality standard and production schedules.
- Train new workers.
- Read charts of fermentation room and oven to verify specified humidity and temperature.

EDUCATION

Sagesse University – Faculty of Business Administration and Finance (FBAF), Furn el Chebbak, Lebanon

Master of Business Administration, MBA

Major: Marketing

June 2016

Lebanese University – Faculty of Business, Achrafieh, Lebanon

Bachelor in Business Administration – Concentration in Marketing

June 2013

Notre Dame des Apotres - Rawda, Lebanon

Lebanese Baccalaureate in Life Science

June 2009

Languages:

Arabic: Native

French: Excellent reading, speaking and writing

English: Excellent reading, speaking and writing

TRAININGS & SEMINARS

AML online Training course

Bank of Beirut

Feb.12, 2018 till Feb. 17,2018

Certificate of Recognition for completing the “Time Management”

E-learning course, Bank of Beirut

June 2017

Certificate of Recognition for completing the “Communication Skills”

E-learning course, Bank of Beirut

March 2017

Magne Teller

(Joelle Helou-Trace)

Bank of Beirut, Riad El Solh, Lebanon

May 2016

Stretch Dimension Selling

(Joelle Helou-Trace)

Bank of Beirut, Riad El Solh, Lebanon

24-25 Sept. 2015

Wowing Customers

(Joelle Helou-Trace)

Bank of Beirut, Riad El Solh, Lebanon

April 2015

Sales Elevator Pitch

(Dr. Elie Samia, International Trainer and Consultant)

Bank of Beirut, Riad El Solh, Lebanon

March 2015

Selling the Right Product to the Right Client

Bank of Beirut, Riad El Solh, Lebanon

December 2014

SKILLS & ACTIVITIES

Special Skills:

Banking package knowledge: BranchPower and BankMaster by Kindle.

Computer skills: MS, typing, internet research.

Communication skills: Welcoming, friendly, caring.

Interpersonal skills: Good listener, professional, organized.

Business related skills: Problem solving, teamwork, meeting deadlines

Activities

Sports: Basketball, Football, Bodybuilding

Reading, Music and Cinema

OTHER DATA

Date of Birth: May 5, 1991, Beirut, Lebanon

Gender: Male

Marital Status: Single

References:

Available upon request