

Marie Noelle SAADE

Customer Relationship Junior Officer

A motivated and experienced banker, holding a bachelor's degree in Business Administration – Banking and Finance is looking to embark on a career in finance, sales, marketing or accounting.

PROFESSIONAL EXPERIENCE

Oct 2020 - Ongoing
(Baabdat, Lebanon)

Byblos Bank S.A.L

Customer Relationship Junior Officer

- Process applications for credit cards and loan requests
- Recommend and sell banking services and products to clients based on their needs
- Manage client bank accounts
- Perform administrative duties

Nov 2017 – Sept 2020
(Baabdat, Lebanon)

Byblos Bank S.A.L

Teller

- Assist customers with processing transactions (deposits, withdrawals, loan payments etc.)
- Ensure proper collection of commissions, bills and credit card payment
- Inform customers about bank products and services and build good relationships with them

Jul 2016 – Sept 2016
(Achrafieh, Lebanon)

Select Agency

Hostess

- Host weddings and events (welcome guests, monitor waiting lists and manage reservations)
- Promote products (show how a product works and convince customers to buy it)

Aug 2016 – Sept 2016
(Broumana, Lebanon)

Bank Audi

Intern

- Learn about the job of a banker (teller and personal banker tasks)
- Assist employees with their work
- Attend seminars and conferences about banks products, rules and regulations and about customer-employee relationship

Jun 2015 – Jul 2015
(Dora, Lebanon)

Nassar Computer Solutions – Nassar Group S.A.R.L

Administrative assistant

- Provide support to the senior accountant by helping to prepare financial statements, accounts, budgets etc.
- Maintain computer and manual filing system
- Prepare and monitor invoices
- Process payments accurately

Sept 2014 – Dec 2016
(Lebanon)

Freelance

Tutor

- Assist students with homework, test preparation and other academic tasks
- Prepare students for the Lebanese official exams
- Give specific courses in scientific subjects (physics and mathematics)



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Daher El Sawane, Lebanon

Software

Excel



PowerPoint



Word



Skills

- Time management
- Communication
- Team work
- Problem-solving
- Reliability

Interests

- Art
- Reading
- Exercising and healthcare

LANGUAGES

Arabic



French



English



EDUCATION

2017

Furn El Chebek,
Lebanon

● **Bachelor's Degree in Business Administration
Banking and Finance
(CumGPA 3.77/4)**
Sagesse University

2014

Baabdat, Lebanon

● **Lebanese Baccalaureate – General Sciences**
Ecole du Saint-Enfant Jésus, Besançon
