

# Curriculum Vitae

## Personal Details:

**Name:** Antoine Charbel Samia  
**Date of Birth:** 11 September 1992  
**Address:** Saida, Ain Delb, Hakel Burg 1  
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Lebanon  
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## Educational Qualification:

**Name of Institution:** Saint Joseph University, Saida Campus – Bramieh  
**Qualification Obtained:** BA in Business Administration and Management  
**Year:** 2014

**Name of Institution:** Collège Notre Dame des Sœurs Salvatoriennes,  
Saida – Abra  
**Qualification Obtained:** Bacc II – Life Science  
**Year:** 2010

## Professional Experience:

**January 2021 – Present:** SRS Global Trading SA – Assistant Manager

### **Responsibilities:**

- 1- Ensuring company policies are followed
- 2- Optimizing profits by controlling costs

- 3- Maintaining an overall management style that follows company best practices
- 4- Providing leadership and direction to all employees
- 5- Completing tasks assigned by the general manager accurately and efficiently
- 6- Following up with the accountant, sales and stock keeper
- 7- Performing administrative duties [...]

**Dec 2017 – December 2020:** Banque Libano Française SAL – Private Customer Service

**Responsibilities:**

- 1- Managing full banking relationships with VIP clients
- 2- Monitoring loan portfolio and resolve loan delinquencies, overdrafts, and loan and deposit maturities
- 3- Providing all needed information as advisor
- 4- Handling large accounts of bank customers who hold a higher-than-average net worth
- 5- Performing administrative duties [...]

**June 2016 – November 2017:** Banque Libano Française SAL – Customer Service

**Responsibilities:**

- 1- Informing customers about bank products and services
- 2- Building customer relationships
- 3- Maintaining and managing existing accounts
- 4- Capturing new accounts
- 5- Responding to customer inquiries and resolving them
- 6- Maintaining customer database and update periodically
- 7- Performing administrative duties [...]

**April 2015 – May 2016:** Banque Libano Française SAL – Teller

**Responsibilities:**

- 1- Assisting customers with processing transactions, such as deposits, withdrawals, or payments
- 2- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete
- 3- Maintaining and balancing cash drawers and reconciling discrepancies
- 4- Packaging cash and rolling coins to be stored in drawers or the bank vault
- 5- Performing administrative duties [...]

**March 2014 – March 2015:** GlobeMed Lebanon – In Claims Adjuster

**Responsibilities:**

- 1- Ensuring that medical “In claims”, medical records, and other documentation essential for the billing and payment of Healthcare services are in compliance with industry standards
- 2- Following up with medical representatives in hospitals to provide any missing document
- 3- Completing monthly reports for each Healthcare provider (Hospital) and Insurance company to settle the claims accordingly [...]

**Summer of 2013:**

Bank Audi – Two months training period

**Skills:**

- Excellent verbal and written communication in Arabic, French and English
- Solid presentation skills
- Management and team leading skills
- Microsoft, Internet and social media skills

**References:**

Available upon request