

OBJECTIVE

Seeking a career in my field of study that allows me to apply what I have learned and to facilitate learning of new skills.

PROFESSIONAL EXPERIENCE

BBAC

Teller

May 2018 - June 2021

- Provides account services to customers by carrying out various client services including assisting with cash, account inquiry in addition to issuance of banker's checks and outwards transfers
- Assisting in compliance work

Bank Byblos

Teller

July 2017 - January 2018

- Cross-sells bank products by answering inquiries
- Maintain customer confidence and protects bank operations by upholding banking secrecy
- Contribute to team effort by accomplishing related results as needed

EDUCATION

Masters of Business Administration, Management.

Fall 2015 – Spring 2017

Lebanese American University, Beirut, Lebanon.

Distinction List since 2015

B.S in Business Studies, Management.

Fall 2012 - Spring 2015

Lebanese American University, Beirut, Lebanon.

Distinction & Honor List since 2012

Certifications

Google Analytics for Beginners

Completed google analytics certification

April 9th 2020

INTERNSHIPS

Katch Properties

Real Estate Consultant

2014

- Participated in fieldwork and interacted with property suppliers
- Conducted several types of planning (Financial, Operational and Marketing) for the organization Including SWOT

Bank Byblos

Rotated within the bank

2014

- Learned about tellers' and personal bankers' duties while also conducting customer surveys

EXTRA-CURRICULAR

- Volunteer – Albert Nassar Foundation – Beirut, Lebanon
- Volunteer - BeBeirut - Beirut, Lebanon

2014

2021 - Current