



OMAR TAKKOUSH

Sakeyat Al Janzir, Al Beqaa Street, Beirut, Lebanon, +961 76 075 115, omartakkoush01@lau.edu

PROFESSIONAL SUMMARY

Banking and Finance student with extensive customer service experience and strong communication, accounting, and banking skills. Able to effectively communicate with customers and develop strong business relationships. Seeking to advance into any available position within the company.

SKILLS

- Attentive to details, accurate and a keen observer
- Highly organized with good time management skills
- Good community mobilization skills
- Good project management skills
- Knowledge in monitoring and evaluation of projects
- Proficiency in computer applications and ability to use software such as outlook
- Excellent team working skills, good organizational and social skills
- Good editing Skills both written, audio and video materials
- Possess good communication skills both spoken and written

EDUCATIONAL BACKGROUND

BS in Business

June 2019

Lebanese American University, Beirut, Lebanon

- Majored in Banking & Finance
- Active member in LAU's Football Fans Club
- Member in LAU's Futsal Team

Lebanese Baccalaureate in Economy & Sociology

July 2016

Al-Iman Pilot School, Beirut, Lebanon

WORK EXPERIENCE

Administrative Intern

August 2020 – February 2021

Terres Des Hommes Italy in Lebanon (NGO) | Baabda, Lebanon

- Collection and entry of data obtained from various Monitoring and Evaluation (M&E) and research activities
- Participating in day to day office tasks
- Overseeing implementation and monitor progress of the project
- Facilitated receipt and processing of loan applications for the project
- Achievements

- Amongst the best flower stores in Beirut for almost 25 Consecutive Years
- Managed the daily operations of Cash in and out flow for this business
- Accepted and processed customer payments in cash, credit cards and checks, checking for validity
- Acknowledged customer issues and resolved their problems quickly and efficiently
- Assisted clients in understanding their available options and helped them select the right service plans for their needs
- Informed customers about current promotions and sales encouraging them to take advantage

Physical Plant

January 2017 - May 2019

Lebanese American University | Beirut, Lebanon

- Worked on file management strategies (scanning, sorting, filing,& delivering)
- Greeted customers(Staff members& Students) and offered them assistance where possible
- Collaborated with colleagues to discuss new technologies and strategies that may satisfy our target customers (LAU Students) such as: "Go Green LAU" and "LAU recycling system"

Retail intern

July 2018 - August 2018

Bank Med Verdun | Beirut, Lebanon

- Learned how to manage different banking operations using online data
- Learned how to analyze internal and external financial transactions
- Learned how to manage different cash flow closing procedure

INTERESTS

- Languages: Fluent in English and Native in Arabic
- Member in BlomBank Beirut Marathon Association
- Bodybuilding Personal Trainer
- Travel: Europe (football tournament in Barcelona, Spain), & Middle East (KSA, Syria, Turkey, UAE)