



# SALLY F. EL-ALI

## BANKING AND FINANCE

📍 Condor Street, Tripoli Lebanon    ✉ sally.elali92@gmail.com    ☎ +971 76 460 962

### WORK EXPERIENCE

#### ADMINISTRATIVE ASSISTANT AND SOCIAL WORKER

SEPT. 2018-JULY 2021 | DEC

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and recording supplies.
- Maintain polite and professional communication via phone, e-mail and mail.
- Generate reports via computer, transcribe minutes from meetings, create presentations and conduct research.
- Providing real-time scheduling support by booking appointments and preventing conflicts
- Greet and assist visitors.
- Conducting home visits and field visits to outreach and identify eligible Households for the project activities.
- Arranging appropriate care, resources or benefits.
- Liaising with relatives, colleagues and other professionals.
- Conducts HH's validation assessment to assess their level of vulnerability.
- Ensure the proper collection and documentation of the collected data and documents.
- refers beneficiaries to other service providers.

#### SALES AND MARKETING OPERATOR

MARCH 2016-SEPT. 2016 | I Publish SARL

- Calling on customers.
- Arrange meetings.
- Negotiating products and services prices.
- Completing paperwork.

#### TRAINEE

FEB. 2016-JUNE 2016 | Blom Bank - Tripoli Branch

- Evaluate new accounts documentation.
- Review policies and procedures.
- Analyze market trends and customer behaviour.

### PROFILE

A bright, active and self-motivated person, who has excellent organizational skills, highly efficient and hard worker. Has good experience in working within private sectors and a freelancing. A quick learner who has the ability to absorb and accommodate to new ideas, can communicate clearly and effectively and a great team player.

### EDUCATION

2016-2017

**MASTERS IN BANKING AND FINANCE**  
Lebanese University

2013-2016

**BACHELORS IN BANKING AND FINANCE**  
Lebanese University

### SKILLS

#### Language

- Arabic - Native
- English - Fluent
- French - Moderate

#### IT

- Microsoft Office
- Google Services

#### Personal

- Hard Worker
- Analytical Thinker
- Decision, and Risk Taker
- Active Listener
- Quick Learner

### REFERENCE

#### HANI AYOUBI

Former employer at DEC

Phone : 00961 70 525 333

Email : Finance@dec-lb.com

Address : 123 Anywhere St., Any City,  
ST 12345

### INTERESTS

- Traveling.
- Food Tasting
- Makeup Artist
- Reading
- Drawing
- Photography