

Beirut ; Lebanon

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# Mira Abdel Sater

Seeking a challenging job opportunity where I will be able to utilize my educational background, and organizational and communicational skills, thus establishing a steady career path and growing on the personal and professional levels.

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## Education

- Lebanese American University “LAU” **June 2022**  
Bachelor of Sciences in Business Administration – Banking & Finance
  - Beirut Baptist School “BBS” **June 2019**  
Lebanese Baccalaureate – Sociology & Economics June 2019
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## Experience

- Finance Trainee BLOM Bank: **July 2022- August 2022**
  - ⇒ Financial Control & Planning Department:
    - Certain internal (ALCO) and regulatory (BDL, BCC) ratio calculations, such as Liquidity ratio, Related parties' exposure, and Capital Adequacy,...
    - Calculate the daily Foreign exchange profit.
    - Control over certain regulatory reports requested by BDL, BCC, & CMA.
  - ⇒ Operations Department:
    - Prepare, review and follow up all reconciliations between the Bank and its correspondents (including sister banks) and between the Bank and its local branches.
    - Assist branches with all their accounting related inquiries.
    - Prepare, review and follow up all related payments for the Banks general expenses.

o **Maid's.cc (Dubai):**

**March 2022 – September 2022**

⇒ **Customer Service Agent (Remotely)**

- Manage both incoming and outgoing chats.
- Provide guidance for both current and potential customers while systematically and professionally outlining the company's services.
- Respond to client inquiries and concerns by looking into issues and offering solutions.
- Follow up on customer payments and make any adjustments to financial records.

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## **Skills**

- Languages: Fluent in English & Arabic
- Skills in Microsoft Office
- Effective and Professional communicator
- Sociable and Extroverted personality
- Adapt Quickly.

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## **Activities**

- August 28, 2021 – December 22, 2021: Volunteering in Beirutopia: interviewed people and helped them by posting their needs on social media
  - August 8, 2021: Volunteering in DAFA campaign: helped people in need after Beirut Port Explosion
  - November 14, 2021: Volunteering in Beirut Marathon
  - February 28, 2018: Red Cross training course in Beirut Baptist School
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