

# SARAH EL JAMAL KRONFOL

Beirut · +961 71 274822

[Sarah.jamal53@hotmail.com](mailto:Sarah.jamal53@hotmail.com)

Dynamic and motivated with more than 5 years banking experience with a proven record of generating and building relationships, seeking a challenging full-time job with a motivated and professional team in my field of education and experience, that requires and develops information, skills and offers opportunities for career progress and improvement.

## EXPERIENCE

**JULY 2017 – PRESENT**

**TELLER, BANK AUDI**

Handled, processed and served customer's transactions in a prompt, efficient and accurate manner.

Provided account services to customers by receiving deposits and loan payments.

Educated customers on online service offerings and mobile apps in order to enhance banking convenience via multiple self- service channels.

Maintained customer confidence and protecting bank operations by keeping information confidential.

Completed special requests by closing accounts and exchanging foreign currencies.

**SPRING 2015**

**INTERNSHIP, RAFIC BAWAB AND CO**

Trained in several departments

Finance Department:

Checked expenses and financial reports

Reviewed offers and bids.

Accounting Department:

Handled cash records

Followed up receivable

Prepared balance sheet and cash flows statements.

## EDUCATION

**SEPTEMBER 2015**

**BANKING AND FINANCE, MODERN UNIVERSITY OF BUSINESS AND SCIENCE.**

## **SKILLS**

- Excellent communication skills
- Ability to work under pressure
- Problem-solving abilities
- Customer service skills
- Punctual

## **ACTIVITIES**

Reading, cooking, swimming, photography and exploring.