

CURRICULUM VITAE

MAJIDA NOUREDDINE

NABATIEH-LEBANON

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PERSONAL DATA

Name: Majida Nouredine

Date of Birth: 06/05/1980

Place of Birth: Kfarroumane, Lebanon

Nationality: Lebanese

Marital Status: Married

Health: Excellent

EDUCATION:

Oct 2021-Present: Master's Degree in Business Administration (Management), expected completion July 2023, Lebanese International University (LIU).

Oct 2018- July 2021: Bachelor Degree in Fashion Design with GPA 3.89, American University of Science & Technology (AUST).

Sep 1998- June 2003: Bachelor Degree in Economics Sciences from Lebanese University, Nabatieh, Lebanon.

Sep 1995- June 1998: Baccalaureate Degree of Experimental Sciences from Kafarrouman Highschool, Nabatieh, Lebanon.

TRAINING & SEMINARS:

Attended several training workshops and seminars related to my previous work as a banker, at the NBAD Academy.

1. Coaching for high performance
2. Corporate Credit
- 3 .Consumer Credit
- 4 .Day In the life of Retail Sales Manager
- 5 Consumer banking products and services
6. Anti Money Laundry and compliance
7. Interpersonal and communication skills
8. Making a difference
9. Fraud awareness
10. Advanced service mindset
11. Leadership journey
12. Strategy to action roadmap
13. Business image and standards
14. Strategies to KPI's
15. Star Program (Strategy & Tactical Planning)

16. Implementing Sales Culture

17. Leader as a Coach.

BUSINESS EXPERIENCE

Aug 2021- Present: Self Employed / Fashion Design, Art, Paintings.

Aug 2015-June 2018

Employer: Commercial Bank of Abu Dhabi, Dubai, UAE

Position: Business Development Manager

Responsibilities: 1. Handling the responsibility of managing the first two Sales & Service Centres

For ADCB (Abu Dhabi Commercial Bank) Simplylife.

2. Assigning targets to staff in Both Centres and coaching them on how to Improve their sales skills.

3. Meet the required sales target by setting a monthly plan for the teams.

4. Assign intense training and transparent career growth for team members.

5. Morning Huddles & Coaching the Team to enhance their soft skills performers.

6. Monitor the front office and make sure that a high level of customer service is provided.

7. Attending meeting with management to discuss new plans and ideas to increase business.

8. Attending credit meetings to discuss policies, approvals & rejections.

Important Achievements at ADCB:

- Tamayyuz Award (Employee of the Quarter) for overachieving target by 135%.

- 3 Awards for Best BDM Runner Up for three times in 2016.

Aug 2005- June 2015

Employer Name : National Bank of Abu Dhabi

Position : Branch Sales & Services Manager (June 2010-June 2015)

Responsibilities:

1. Manage day to day operation/ checking daily reports including AML reports, monitoring FX position,...etc
2. Manage business Asset & liabilities portfolio.
3. Monitor the front office and make sure that a high level of customer service is provided.
4. Meet the required sales target by assigning objectives in accordance to budget.
5. Assign strategies and link with NBAD vision and mission.
6. Develop healthy environment and teamwork spirit.
7. Assign intense training and transparent career growth for team members.
8. Diversity of targets among staff and accordingly coach them to improve their selling skills.
9. Set and measure business performance through Balance Scorecard.
10. Morning Huddles & Coaching the Team to enhance their soft skills performers.
11. Regular companies Visits to acquire New Business and Build Network.
12. Intelligence in Market research and identifying the trends and set Business objectives.

Senior Retail Sales Officer (Feb 2010-May 2010)

Retail Sales Officer (Apr 2009-Feb 2010)

Customer Service Officer (July 2007- Mar 2009)

Junior Customer Service Officer (Aug 2005- June 2007)

Important Achievements at NBAD:

- Best performance among Dubai Branches in terms of net profit and assets volume in 2014.
Winning 3 competitions in credit cards achievements as best BSSM (Branch Sales & Service Manager) during 2013 among UAE Branches.
- Al Manara level 2 Certification in the role of BSSM from NBAD Academy (2012).

- Achieving the Top 1 in Star Program (core program of Al Manara level2) among UAE branches with 95% score.
- Al Manara level 1 Certification in the role of RSM from NBAD Academy (2011)
- Staff of the month for Oct 2006 among UAE Branches.

COMPUTER LANGUAGES AND SKILLS

WORD, EXCEL, POWER POINT.

LANGUAGES

Fluent in Arabic, French and English.

PERSONAL BACKGROUND

Born and grew up in Nabatieh, Lebanon, moved to the UAE in 2005, stayed there till 2018, and obtained a great experience in banking field through working in different banks. Mother of two kids. Fashion is my passion. Love reading, singing and listening to music.