

RAYANE MOUMNEH

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OBJECTIVE

7 years of experience as a Personal Banking Representative. A motivated individual looking to build a network while advancing my employment commensurate with my academic achievements and work history. In a work environment, I utilize my sales, marketing, and managerial experience, along with my ingenuity and creativity to maintain a highly productive and efficient work environment.

SKILLS & ABILITIES

- Driven: Ability to identify opportunities for personal and professional growth for self and team. Encourages continuous learning. Takes ownership and responsibility for work
- Focuses and guides self and team members in accomplishing work objectives
- Interacts with others in a way that gives them confidence in one's intentions and those of the organization
- Teamwork: Ability to closely partner with internal business partners and other key members of the organization. Strong negotiation skills with sound judgment and decision-making. Ability to influence others and operate flexibly. Ability to work independently when appropriate
- Technology: Able to proficiently utilize all applications, systems, Microsoft Office, and Excel
- Capable of working well under pressure while dealing with unexpected problems in a professional manner

EXPERIENCE

Sep 2015-
Present

Senior Personal Banker Representative, Bank of Beirut

Responsibilities:

- Assisted customers with opening/closing of all account types and all monetary transactions.
- Assigned responsibilities of making calls to customers to advertise banking products and services.
- Responsible for driving revenue through direct sales of personal accounts, loans, and lines of credit.
- Building and maintaining effective relationship with customers
- Cross-sells banking products such as loans, credit cards, and other channels of banking such as online banking, mobile banking, and saving plan
- Respond to and resolve: customer inquiries and problems pertaining to consumer deposit and lending accounts.
- Preparing sales report and attending sales meetings.
- Identifying and assessing areas of compliance risk;

EDUCATION

2016-2018

Master Degree of Business Administration (Focus on Management), **SAGESSE UNIVERSITY**

2012-2015

Bachelor of Business Administration (Focus on Banking and Finance), **Beirut Arab UNIVERSITY**

LANGUAGE

Fluent in English and Arabic

REFERENCES

Will be pleased to furnish upon request