

MAJDI ACHOUR

CONTACT

PHONE: +961 71 442 492

LinkedIn: [Majdi Achour | LinkedIn](#)

EMAIL: majdiachour95@gmail.com

SKILLS

Organization, Time Management,
Adaptability, Attention to detail,
Problem solving

Languages: Fluent in Arabic, English
and French

Digital skills: Proficiency in
Powerpoint, Advanced proficiency in
Excel and Word

VOLUNTARY WORK

- **Grants Writer at CHANCE Association**
Sep. 2021 – Jan. 2022
- **Volunteer at OffreJoie**
August - Oct. 2020;
Feb – June 2021;
August 2021
- **Volunteer at Himaya**, April 2017
- **Volunteer at Cedars for care**,
2014

WORKSHOPS & CERTIFICATES

QITABI

2021-22

- Emotional intelligence
- Social and emotional learning

USJ 2019

- Self-Awareness
- Leadership skills
- Communication Skills
- Presentation skills
- Business planning

English Proficiency Certificate

St. Louis University, June 2016

EDUCATION

BA in Business Management and Administration

Saint-Joseph University, Beirut, 2014 - 2018

French Baccalaureate, Economics & Social sciences branch

Lycée Abdel Kader, Beirut, June 2013

WORK EXPERIENCE

Insurance Consultant at Allianz SNA - Beirut, Lebanon

Jan 2023 – May 2023

- Review, evaluate, and recommend existing and potential insurance policies to clients
- Research and analyze insurance programs of market competitors
- Create and manage client files and records; Utilize various client databases; Initiate contact, follow-up, and communications with prospective clients
- Attend networking events to expand client base
- Organizing informational webinars on different types of insurance plans

Mathematics Teacher at UNICEF's RACE Program – Beirut, Lebanon

Sep. 2018 – July 2022

- Identifying the key concepts, content, skills and pedagogy appropriate to the delivery of subject curriculum areas taking into account individual needs of students
- Preparing student reports at the end of each semester
- Collaborated with school administration on current student policies and worked to improve areas of concern for student growth
- Participated in professional development workshops and training in order to extend my teaching knowledge
- Coordinated with Ministry of Education through the QITABI team to monitor and assess the development of students' key competencies and learned concepts in mathematics

Intern at Intramuro, Beirut

June-August 2017

- Conducting site surveys & preparing reports after data collection
- Gathering payroll data, leaves taken, working hours and bank account information
- Processing checks and receiving invoices
- Scanning and organizing hard and soft copies of financial documents
- Preparing account reconciliation (suppliers' statements)

Treasury Intern at Lebanon and Gulf Bank, Beirut

June-August 2016

- Assisting customers with transactions (deposits, withdrawals, payments)
- Opening new bank accounts and providing information to customers of their account status and account balances
- Providing account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals
- Informing customers of new bank services and products