

# LARA EL MASSRI

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📍 Beirut, Lebanon

## SUMMARY

*Results-driven international business management graduate with a track record of excelling in roles spanning sales, cashier operations, customer services, and a valuable banking internship. Equipped with a solid foundation in business principles and a proven ability to thrive in dynamic environments. Actively seeking a rewarding opportunity within the international business management domain to leverage comprehensive skills in sales, operations, customer service, and finance for mutual growth and achievement.*

## EDUCATION

10/2021 - NOW

Beirut, Lebanon

- **Masters In Business Finance**  
**Lebanese International University Of Beirut**

10/2017 - 05/2020

Beirut, Lebanon

- **Bachelor In International Business Management**  
**Lebanese International University Of Lebanon**

01/2016

- **Sociology and Economics**  
**Ghoubeiry High School**

09/2002 - 06/2013

Badaro, Lebanon

- **Brevet Libanais**  
**Collège Saint Sauveur "Réseau Notre Dame De Jamhour"**

## EXPERIENCE

05/2017 - 09/2018

Beirut Souks, Lebanon

- **AÏSHTI**  
**Sales And Cashier**  
Retail And Fashion Company
  - GENERAL RESPONSIBILITIES:
    - 
    - Greeting Customers
    - Cross-selling & Up-selling
    - Gift Card & Platinum Card: Benefits & Privileges
    - Ordering & Following Up On Customers' Special Requests
    - After Sales Services
    - Daily Follow Up
    - Keeping Stockroom Tidy & Organized
  - AISHTI TRAININGS WITH SOCIETIES IN-DOOR & OUT-DOOR
    - 
    - 1. Fraud Awareness : Bank Audi
    - 2. Invoicing , Sales Technique Rules & Regulations : Aishti School
    - 3. New Benefits Presentation – Aishti School
    - 4. Aishti Platinum Card Aishti School Bank Audi
    - 5. Selling Flow – Aishti in-House
    - 6. Customer Care – Aishti BTS

## EXPERIENCE

08/2019 - 09/2019

Airport Road, Lebanon

### Bank OF Beirut

#### Summer Internship 2019 " Attached With A Certification "

Banking Industry

- **Bank Teller:**
  - Perform bank telling tasks, including making deposits, withdrawals, transfers, and cash advances, receiving loan payments, and cashing checks
  - Open and close a variety of types of accounts, process address changes, and collect security box rental fees
  - Maintain and balance the cash drawer on a daily basis by accounting for cash assigned, received, and disbursed
  - Comply and stay up-to-date with applicable laws and regulations
  - Promote strong customer and client interactions, build relationships and participate in cross-selling, and offer new products and features
  - Demonstrate good risk management decisions, including displaying solid knowledge of guidelines for fraud prevention and robber
  - Actively contribute to meet the branch business goals, as well as individual sales and customer service goal
  - Accurately close out the teller terminal and remit daily work to supervisor
- **Personal Banker Representative:**
  1. Selling Strategy & Customer Servicing
  2. Investment Funds
  3. Account Opening And Account Closure
  4. Retail Loans

08/2021 - 12/2021

Ashrafieh, Lebanon

### Operations And Customer Servicing Internship

#### Emporio Del Sole

Spa

- Selling Strategy & Customer Servicing
- Cash Operations
- Keeping Stockroom Tidy & Organised

01/2021 - Present

### Private Teaching

- Scientific Course ( Maths, Physics, Chemistry ) For University Students, And From grade Nine Till Terminal ( In Both Languages French and English )

## LANGUAGES

Arabic Native



French Advanced



English Advanced



Spanish Beginner



## SKILLS

Software : Microsoft® Office (Word, Power Point, Excel) Soft Skills : Ability To work Under Pressure, Team Player

## INTERESTS & HOBBIES



Traveling, Reading, Sports