

Ibrahim Chammas

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Lebanon - Achkout - Keserwan

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Date of Birth: 24-06-1987

Education

2013 | BA in Business Administration & Marketing – Arab Open University, Tayyouneh

2007 | BT3 in Marketing & Advertising – Byblos Insitute Furn El Chebbak

Experience

2020 till 2024 : Coordinator

ARABBANK: Central Cash Unit

Job Description:

- Cash deposit corporate clients and branches
- Cash withdrawal corporate clients and branches
- ATM operations process
- Operating with BDL (checks, deposit...)
- Counting and checking all the bank notes

2018 till Jan 2020 : Officer

ARABBANK: Central Operation Unit

Job Description:

- Overseeing the daily operations of the bank
- Processing of bills settlements
- Standing order
- Balance Order

2016 till May 2018: Head Teller
ARABBANK

Job Description:

- Overseeing teller's line that processes a variety of financial transactions.
- Helping tellers with more complex tasks
- Approves exception transactions
- Backs up tellers
- Performs teller duties when needed.

2015 till December 2016: Teller
ARABBANK

Job Description:

- Interacting with customers
- Verifying their identification
- Processing deposits and withdrawals
- Facilitating various financial transactions

2010–Till 2015| Chief in Monetary Transport
SCAP, Security Control & Protection, Zouk Mikayel, Lebanon

Job Description:

- Supervising Transport Money from Central Bank of Lebanon to all other Banks.
- Supervising Transport Money from Head Office (Main Branch) of a Bank to other Branches.
- Recharge Money in ATM Machines.

2010 to 2010 | Sales Representative
Michel Abdo Assaf-MAA

Job Description:

- Promotes/sells/secures orders from existing and prospective customers through a relationship-based approach.
- Demonstrates products and services to existing/potential customers and assists them in selecting those best suited to their needs.

2009 to 2010 | Sales Representative

Pretal.Co: Main Distributor of China House Ware Items .

Job Description :

- Establishes, develops and maintains business relationships with current customers and prospective customers in the assigned territory/market segment to generate new business for the organization's products/services.
- Makes telephone calls and in-person visits and presentations to existing and prospective customers.
- Develops clear and effective written proposals/quotations for current and prospective customers.
- Expedites the resolution of customer problems and complaints.
- Identifies advantages and compares organization's products/services.

2008 to 2009 | Conveyer

SCAP, Security Control & Protection, Zouk Mikayel, Lebanon

Job description :

- Transport Money from Central Bank of Lebanon to all other Banks.
- Transport Money from Head Office (Main Branch) of a Bank to other Branches.

Computer Skills:

Microsoft word, excel and outlook.

Languages:

English: Fluent

Arabic: Native

Hobbies:

- Body Building
- Basketball
- Swimming

References available upon request.