

ADAM SAAD



PROFILE

Bank Teller with +6 years of experience providing excellent services to customers in a dynamic work environment. Solid communication skills, good interpersonal skills and fast in resolving customer complaints with excellent problem-solving skills. Seeking to use my skills to provide a positive experience at your firm.

EXPERIENCE

Bank associate

Commercial bank of Qatar, Doha, Qatar | Aug 2024 - October 2024

- Assisting clients in their banking online transactions
- Helping clients in avoiding financial losses due to fraudulent activities
- Creating periodical reports as per management requests

Bank Teller

Bank of Beirut and Arab countries, Sidon, Lebanon | Aug 2018 - April 2024

- Providing account services to customers by receiving deposits and loan payments, cashing cheques, issuing savings withdrawals, recording night and mail deposits, and selling cashier's cheques, traveler's cheques, and series e bonds.
- Answering questions about account types and banking products, such as money market accounts, loans and credit cards.
- Scanning and Archiving the daily transactions of the branch through the utilization of Laserfiche software.
- Managing a group of clients' portfolios and promptly addressing their banking needs within the time constraints imposed by various BDL circulars.
- Reviewing clients' transactions that are related to specific BDL circulars and reporting any possible violations.
- Comparing the records to reconcile the branch's stamps, banker's cheques, and outward transfer documents.

Middle East and Africa Bank, Sidon, Lebanon | Apr 2015 - Apr 2016

- Checking on the status of customer accounts and tracking cheques and payments.
- Providing account services to customers by receiving deposits and loan payments, cashing cheques, issuing savings withdrawals, recording night and mail deposits, and selling cashier's cheques, traveler's cheques, and series e bonds.
- Reviewing and explaining account charges and daily banking transactions.
- Assisting banking customers who are victims of fraud, theft or identity theft.
- Assisting customers with replacing lost or stolen credit or debit cards.

Logistics Controller

International Press, Jiyyeh, Lebanon | Sep 2014 - Mar 2015

- Managing the movement of the final product up until the shipping phase.
- Maintaining close liaison with procurement and other warehouses to ensure that operations can meet the promised turnaround times.
- Collaborating with manufacturing engineers to eliminate any ambiguity in the bill of materials.

CONTACT

Contact

- Saida , Lebanon
- +961 76 963996
- adam-saad@live.com

Personal Information

- Lebanese
- Single
- March 25, 1989

TECHNICAL SKILLS

- Integrated Centralized Banking System
- Citrix
- Worldox Document Management
- Laserfiche Document Management
- Microsoft dynamics AX
- Microsoft Office

PERSONAL SKILLS

- Complete knowledge of bank regulations and policies
- Expert in customer service field
- Processing transactions and loans
- Capability to solve critical issues
- Communication skills
- Time management
- Teamwork
- Conflict resolution

- Overseeing a group of shipping staff and collaborating with the production office team.
- Performing data entry and updating multiple systems regarding the materials and resources that are accessible.
- Ensuring that the raw materials are transported to the production facility.
- Managing the inventory in the warehouse.

INTERNSHIP

Cedar White Bradley, Beirut, Lebanon

Accounting Intern | 2014 - 4 months

- Taking charge of revising the invoicing process for transactions with vendors and service providers in the intellectual property field.
- Managing the transfer of invoice data received through Outlook into the shared accounting system across the company's offices in the MENA region using Microsoft Dynamics AX.
- Performing daily updates to the invoicing system in DYNAMICS AX and ensuring regular reconciliation of vendors' accounts with our own.

Raee Hospital, Sidon, Lebanon

Accounting specialist trainee | Jan 2011 - Dec 2011

- Providing assistance in completing essential accounting tasks such as journal entries, ledger postings, and the preparation of trial balances and balance sheets.

HR Assistant Trainee | Jan 2010 - Jan 2011

- Managing employee files and maintaining the HR filing system while assisting with the smooth daily operations of the HR office.

EDUCATION

Bachelor of science in business management

Lebanese American University, Beirut, Lebanon | 2008 - 2011

Technical Baccalaureate Diploma in Accounting and Computer Science

National Evangelical Institute for Girls and Boys, Sidon, Lebanon | 2008

REFERENCE

References available upon request.

ADDITIONAL ACTIVITIES

Used Cars Sales

Representative | June 2016 - Feb 2018

- Answer questions related to auto sales contracts and financing options.
- Presenting used car features, options, and differentiating characteristics.

LANGUAGES

English

French

Arabic

