

REINE BEYDOUN

+961 76 588 462 · reinebeydoun@hotmail.com · [Linkedin](#)
Beirut, Lebanon

HR graduate with a Master's degree in Leadership and Human Resources Management and over eight years of professional experience in client-facing roles, mainly in the banking and media sectors. Throughout my career, I have developed strong communication, relationship management, and problem-solving skills. I am looking to transition into a Human Resources role and contribute to recruitment, talent development, and employee engagement initiatives.

EDUCATION

Master in Leadership and Human Resources Management Université Saint-Joseph de Beirut (USJ)	Sept 2020 - July 2022
Bachelor in Banking Studies Université Saint-Joseph de Beirut (USJ)	Sept 2017 - July 2020
French Baccalaureate with a concentration in Economics and Sociology Grand Lycée Franco-Libanais (GLFL)	July 2017

HUMAN RESOURCES EXPERIENCE

Banque Bemo SAL HR Intern	Oct 2021 - Nov 2021
<ul style="list-style-type: none">Screened CVs and shortlisted candidates based on job requirements and selection criteriaAssisted in the recruitment process, including interview coordination and candidate evaluation.Contributed to the development of assessment tests used to evaluate candidates' skills and suitability.	

PROFESSIONAL EXPERIENCE

L'Orient-Le Jour Corporate Account Manager & Business Development	May 2025 - Present
<ul style="list-style-type: none">Manage corporate client accounts, ensuring subscription renewals, invoicing accuracy, and payment follow-ups.Maintain strong relationships with corporate clients by understanding their needs and providing tailored subscription solutions.Identify potential corporate clients and promote subscription offers and additional services to expand the client base.	
Customer Relations Officer - Marketing Department	Sept 2023 - May 2025
<ul style="list-style-type: none">Conducting daily follow-ups with subscribers to ensure timely renewal of subscriptions.Ensured high customer retention by understanding clients' needs and preferencesDeveloped daily newsletters as part of the marketing strategy to attract more potential customers.	
Banque Bemo SAL Teller/Customer Experience Representative	Nov 2020 - Aug 2023
<ul style="list-style-type: none">Processed banking transactions such as deposits, withdrawals, check processing, tax payments, and the issuance of certified bank checks, while ensuring accuracy and compliance with banking regulations.Provided exceptional customer service by addressing client inquiries, resolving discrepancies, and promoting a positive banking experience.	
Société Générale de Banque au Liban (SGBL) Teller	April 2019 - Jan 2020
<ul style="list-style-type: none">Managed customer accounts, including processing payments, transactions, transfers, and checks, while promoting banking products and providing customer advice.Assisted diverse clients, including corporate, retail, SMEs, and high-net-worth individuals.	
Data Cleansing Officer - OLEA program	May 2018 - April 2019
<ul style="list-style-type: none">Updated and corrected customers' KYC forms, ensuring compliance with new banking guidelines, and followed up for renewals and document validation.	

KEY COMPETENCIES & SKILLS

Communication Teamwork Data Analysis
Interpersonal Skills Adaptability Attention to Detail
Confidentiality Problem-Solving Time Management

Languages: Fluent in French, Arabic and English
Computer skills: MS Word, Excel, PowerPoint, Visio

CERTIFICATION

- Certificate in Styling and Image Consulting**
Esmod Beirut - 2026
- Certificate in Organizational Development**
SchemaZone - 2021