

Mariam Wehbeh

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Education

- **Teaching Diploma** from American university of Science and Technology -October 2024-August 2025, Beirut, Lebanon
- **MBA** from Modern University for Business and Science (MUBS), Beirut, Lebanon.2014
- **Master in Economics** (Preparatory courses) in Beirut Arab University (BAU), Beirut, and Lebanon.2013
- **Bachelors in Economics** (BA) from Beirut Arab University (BAU), Beirut, Lebanon.2010
- **Lebanese Baccalaureate in Economics and Sociology** from My New College School, Beirut, Lebanon.2006

Experience

Working as customer service coordinator (Quality Department)at Rentokil Boecker form May 15-present

- Receiving and Handling client complain
- Preparing call backs reports
- Generate sales lead
- Training for new joiners
- Training sessions for the team members

Working as order management associate at ETHAN form Sep-23 Till Feb-24

- Managing all aspects of sales order including creation and submission of orders to suppliers.
- Owning and managing all backorders per the prescribed process within SLA.
- Managing all operational activities associated with a sale order which include stock allocation, eta management, products return, part number creation.

Teller in Bank of Beirut from 2013 Till 2023 providing the below tasks:

- Serves customer by completing account transaction.
- Provides account services to customer by receiving deposits and loan payments.
- Cashing checks.
- Issuing savings withdrawals.

Training

- *English courses in **British Council Beirut**, near France Embassy, Lebanon Oct-Feb 2010.*
- ***Bank of Beirut**, Riad El Solh Branch, Beirut, Lebanon from July-August, 2007.*

Certificates

- ***Lebanese Financial Regulation** from *École supérieure des affaires (ESA)*, Beirut, May 2018.*

Skills

- *Computer Skills, Advanced clerical knowledge, Strong account analysis skills, Rapid data entry skills, Consumer banking specialist, Accounting systems and software, Financial analysis, Positive, Self-sufficient, Excellent time management skills.*

Language

- *Fluent in **English** and **Arabic** (writing, reading, speaking).*

Recommendation

Upon request