

Mariana Antoine Nercessian

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Place of Birth : Yerevan, Armenia

Date of Birth: 02/02/1993

Gender: Female

Marital Status: Single

Nationality: Lebanese / Armenian

Objectives

A young and highly motivated person seeks a position that offers a chance to show and utilize my communication and organization skills in a competitive and persuasive environment, particularly in the field of business.

Education

Executive Master of Business Administration, Arts, Sciences & Technology University in Lebanon, Kaslik	June 2017
B.A in Business Management, Holy Spirit University of Kaslik	July 2014
Degree in Life Science, College Des Apotres, Jounieh	June 2011
B.R Degree (Brevet), College Des Apotres, Jounieh	June 2008

Experience

Bank of Beirut SAL,

- Front Line Teller and back office.

Jbeil Branch	January 2018 – August 2018
Zouk Mosbeh Branch	December 2016 - December 2017
Ghazir Branch	March 2015 - December 2016

Training at “C.I.T”, Dora	July 2012 - September 2012
	July 2013 - September 2013

- Trained to handle all office duties.

Training at “Bank of Beirut”, Zouk Mikael	August 2014
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- Trained to handle all Bank duties.

Working at “NOTEBOOK”, Adonis	November 2014 - December 2014
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- Learned to handle counter and accounting operations, and sales.

Skills & Abilities

Communication:

- Read, write, and speak English fluently.
- Read, write, and speak French fluently.
- Read, write, and speak Arabic fluently.
- Speak Armenian fluently (Native language).
- Beginner of German language Classes.
- Strong communication and ability to build strong relationships.
- Ability to learn.

Computer Skills:

- Skilled in Microsoft Office (Word, Excel, PowerPoint, Access, and Outlook).
- Proficient in Internet research skills.
- Skilled in managing files (Windows and file management).

Other Activities & Certification

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| • Lebanese Financial Regulations (Arabic) | February 2018 |
| • Certificate of Recognition for completing the “Time Management #2” | 2017 |
| • Certificate of Recognition for completing the “Leadership skills” | 2017 |
| • Certificate of Completion of MagneTellers | May 2016 |

- Certificate of Attending the workshop of “Secrets to vowing Customers & Service excellence” March 2016
- Certificate of Recognition for completing the “Communication skills” 2016
- Certificate of Recognition for completing the “Communication skills” 2015
- Certificate of Artistic Merit January 2006
- Certificate of Merit in French Conjugation June 2005
- Certificate of Merit 2004-2005
- Playing Basketball and Football.

References

- Available upon request.