

# Michelle Majzoub

Baabda – Talet El Rayes

Lebanon

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September 9<sup>th</sup> 1991

Lebanese/ Grenadian

LinkedIn: Michelle Majzoub

## **Education:**

**Sagesse University**

**2010-2015**

Bachelor Degree of Science in Business Administration

Major: Marketing

**Esmod Beirut –International fashion education group**

**Jan2015-April2015**

Attended a 70hr training in Fashion in Business

**College des Peres Antonins**

**1995-2009**

Lebanese Baccalaurate – Economics and Sociology

## **Work Experience:**

**Junior Customer Management Officer, Bank Audi**

**1<sup>st</sup> August 2018-Present**

Beirut, Lebanon

- Solve unsettled payments
- Handle all Credit/Debit card distribution, issues and complains
- Responsible of the Stamps and the Credit/Debit card's safe
- Re-check all Opening Accounts of the branch before scanning them
- Monitor and report all problematic clients
- Serve customers with any task concerning their accounts

**Teller, Bank Audi**

**1<sup>st</sup> April 2016-31 July 2018**

Beirut, Lebanon

- Transferred cash from different accounts
- Dealt with customers and helped them with their transactions while using the ATM or ITM
- Handled checks deposit/ withdraw/ Issuance
- Submitted salaries to different companies at the end of the month
- Worked under pressure, multitasked and advised customers with our products
- Dealt with returned and lost checks
- Sold Banc assurance and credit cards
- Managed to maintain a perfect relation with my clients and my colleagues

- Monitored and reported all risky transactions or clients
- Trained new employees at the branch

**Sales assistant, Adams & Brooks Lollipops**

**May 2014-Dec 2015**

Beirut, Lebanon

- Kept track of stocks' inventory, delivery and shipment
- Sold the products to different suppliers and maintained steady client relationships
- Managed sales invoice and reported everything to sales manager

**Intern, Blom Bank**

**20Jan 2014 – 30 April 2014**

Beirut, Lebanon

- Recruited big companies on the domiciliation
- Reached target of Credit Cards and Loan sales

**Languages:**

Fluent in English and Arabic. Intermediate French. Beginner in Spanish

**Hobbies and Interests:**

- Reading psychology books and articles
- Swimming
- Camping
- Exploring new countries/cities
- Walking