

Ceza Sarkis Voskerigian

Date of birth: 11/08/1993

Nationality: Lebanese

Gender: Female

Marital Status: Single

Email: y-seza@hotmail.com

Languages: Fluent in English, French, Arabic, and Armenian

Phone Number: 00961-3-193092

Objective

To obtain a challenging job that would allow me to take the next step in my career and enable me to use my educational background and experience to acquire new skills, and to further my learning and career.

Education

Haigazian University, Beirut, Lebanon Sep 2011 to Jun 2015

Bachelor in Economics

GPA 86/100 – Honors List of Haigazian University

Melankton and Haig Arslanian College, Beirut, Lebanon Oct 1997 to Jul 2011

Lebanese Baccalaureate: Official in 2011

French Baccalaureate: Mention Bien

Experience

Bank of Syria And Lebanon, Beirut, Lebanon Nov 2015 - Present

Teller / Customer Service

- Dealing with cash deposits and withdrawals
- Validating and cashing checks
- Receiving and verifying loan payments and mortgage payments
- Opening and closing accounts , Updating KYCs , Renewing file contracts
- Advising on and promoting bank products and services to customers
- Working on Personal – Student – Commercial - Housing loan proposals and applications
- Selling Debit – Credit – Internet Cards

Quadron, Beirut, Lebanon July 2015

Internship Program

- Worked on accounts receivable, payable
- Bank statement reconciliation
- Assisted accountants with financial analysis

Ampersand Education, Beirut, Lebanon Jun 2012 to Dec 2014

Questions Production Officer

- Delivery of 28,000 questions to the UAE Ministry of Education in a Question Bank on-line
- Participated to the quality workshops for improvement of both layout and content
- Trained end users – teachers of UAE public schools in Dubai

QUALIFICATIONS

- Microsoft Office (Word, Excel, PowerPoint, Access)
- SPSS
- Xero
- BankMate