

PERSONAL INFORMATION



Dina Ibrahim

- 🏠 Beirut, Lebanon
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Sex Female | Date of birth 12/02/1995 | Marital Status Single | Nationality Lebanese

PERSONAL STATEMENT

With a Bachelor degree in **Banking and Finance** from the **Lebanese International University** - Lebanon, I am currently seeking a profession in the Banking/Finance domain where I can utilize my full potential, drive forward innovations and achieve an excellent performance.

EDUCATION

October 2016 – September 2018

Bachelor in Banking and Finance

Lebanese International University – Beirut, Lebanon

TRAINING & INTERNSHIPS

July 2018 – September 2018

Finance and Administration Department - Internship

TOUCH (Mobile Network Operator), Beirut – Lebanon

- Assisting in issuing requests for quotation (RFQ) and request for proposals (RFP).
- Collaborating in verifying purchase requisitions by comparing items requested to master list and clarifying unclear items.
- Helping in preparing purchase orders by verifying specifications and price; obtaining approval from requisitioning department.
- Ensuring all requirements are documented and committed within established policies.
- Ensuring that procurement policy and quality objectives are met.

WORK EXPERIENCE

May 2017 – July 2018

Teller - Part Timer

OMT / Western Union, Beirut – Lebanon

- Western Union international transfers including: Sending/Receiving money and transfer tracking.
- OMT INTRA money transfer.
- Maintain and ensure cash safety and availability according to predefined limits at all times.
- Ensure processing customers' transactions and money transfers effectively.
- Explain, promote, sell/cross-sell OMT products & services such as prepaid cards, post-paid lines and other services.
- Collect and archive receipts and necessary documents provided by customers to OMT head office.

COMPUTER SKILLS

- Excellent Microsoft Office products (*Word, Excel, PowerPoint*) and researching skills.

KEY SKILLS & COMPETENCES

- Quick learner, strong work ethics and committed to professional excellence.
- Ability to grasp and learn new concepts quickly.
- Deep understanding of various financial systems as well as clients' needs.
- Ability to communicate with customers in a clear and effective way.
- Ability to perform tasks independently as well as a part of a team.

LANGUAGE SKILLS

Mother tongue
Other languages

Arabic

English: Fluent user.

French: Basic user and still learning.

HOBBIES AND INTERESTS

- Physical fitness and outdoor pursuits.