Curriculum Vitae

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| ***Jad Fares*** Bachelor in Business Administration |
| Nationality | : Lebanese. |
| Date of Birth | : 24 July 1987. |
| Marital Status | : Single |
| Contacting No. | : 03854552 |
| Address | : Beirut / Lebanon |

**STUDIES and DIPLOMA**

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###  2006 - 2009 AUL: Obtaining the Bachelor degree in Business Administration

###  2003 - 2006 S.M High school: Obtaining the official Lebanese baccalaureate

###  Economics and sociologic branch.

**PROFESSIONAL EXPERIENCES**

 **December 2010 till present: -Personnel banker**

 **- customer service agent**

 **-Novo unit (new banking system by audi)**

**Dec 2008 till January 2010: Fitness coach & health club attendant at**

 **Coral beach hotel & resorts**

* Assist trainees in their training sessions, and give them advices and recommendations for better results
* Show trainees how to use the health club machine in a good and safe way
* Give healthy advices about for people who are going in diet nutrition

**Sept 2008 till Dec 2008: Sales Supervisor at Rammal Trading Co**

 **Lebanon *Rammal Co.***

* Working as a team leader for the electronics department especially the Nokia mobile phones.
* Coordinating the showroom needs and the store department to keep it updated
* Giving training to new employees about our workflow

**June 2008 till Aug 2008: Teller at Arab Bank, Lebanon**

* Opening and checking accounts for customers and handling all their problems and needs.

**Jan 2007 till Jan 2008: Human resource at Delta Gear Co.**

* Being the link person between the employees and the management to solve their stuck issues and problems.

**--- Training accomplished:**

 - Leaders academy training March 2010 (Kuwait)

 - customer service

 - banking secrecy

 - banking operations

 -Bank assurance

 -cash handling

 -inf security pool and proc

 -operational rik

 -awareness measures

 -customer care awareness

 -NOVO account management

 -NOVO operations

 -NOVO compliance

 -NOVO consumer landing

 -NOVO trade finance

 -NOVO ebcs

 -legal aspects of banking operations

 -NOVO virtual banking

 -soft skills training

 -money laundering

 -new branch operation model

 -audit awareness

 -ITRS

 - credit analysiS

 - retail

**CHARACTERISTICS**

* Available to work on rolling shifts and on extra time including nights, weekends and holidays.
* Excellent organizational, interpersonal and communication skills.
* Excellent computer and keyboard skills.

**LANGUAGES**

* Arabic Native language.
* English Good.
* French Good.