Curriculum Vitae

|  |  |
| --- | --- |
| ***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**

### 

### 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.