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| **Education** |  |
| 2011-2014 | * **Université Saint-Joseph**, Beirut - Lebanon |
|  | BS in Business Administration |
|  | Highlighted Courses: Accounting, Finance, Marketing, Management, Economics. |
| 1996-2011 | * **College St François** Beirut - Lebanon |
|  | Lebanese Baccalaureate – Economics & Sociology |
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| **Experience** |  |
| July 2012 – august 2014  February 2015 –July 2015 | * **Lebanese Swiss Bank**   Trainee as a teller  Processing financial transactions like withdrawals, bill payments and deposits.  Providing customers with banking product information   * **Bank Med**, Beirut – Lebanon   Employee as a teller  Processing routine transactions like deposit, withdrawal, bill payments, loan payments, cross-selling, transfers. |
| September 2015 – Present | * **Zein Marble & Granite Trading,** Beirut – Lebanon   Employee as a Manager Assistant  Stock control  Managing client portfolios |
| **Languages** |  |
|  | **Arabic:** Native proficiency |
|  | **English:** Full professional proficiency  **French:** Full Professional proficiency |
| **Skills** |  |
|  | **Microsoft:** Excel, PowerPoint, Word, Access |
| **References** |  |
|  | Available Upon Request |