Manuella S. Rayess

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**EDUCATION**

* BA in Banking and Finance, Lebanese Canadian University (LCU) - June 2016
* BAC 2- Collège des Saints-Coeurs - Bickfaya - 2012

**CORE SKILLS**

* Quick Learner
* Problem Solving Skills
* Excellent Communication Skills (Arabic, French, English)
* Familiar With Numbers
* Good Computer Skills (Word, Excel, Internet Explorer, Access, Outlook)
* Excellent in Time Management
* Customer Service Skills
* Ability to work under pressure

**WORK EXPERIENCE**

**Assistant Manager (2014 – present)**

**MJA Services and Sindor Touch – Mazraat Yachouh**

Among tasks:

* Executed all OMT and Western union services : online bills payment service, taxes and fees, mechanic, send and receive money
* Accomplished cars and workers insurance with Liberty and ALIG
* Closed the balances
* Ensured the successful sale of various products including UPS, UCS, Prepaid cards (internet cards : Sodetel, wise, cyberia, terranet, idm), Alfa, and Touch
* Reserved Online flights tickets using IATI
* Fulfilled all outlet touch services : bills payment, SIM change, pre- to post-transfer, postpaid installation, postpaid data SIM only

**Assistant Manager (2012 – 2014)**

**SAADE Services- Bickfaya**

* Executed all OMT and western union’s services
* Accomplished cars and workers insurance with Securite Assurance and confidence insurance
* Ensured the successful sale of various products including DHL, Prepaid cards, and internet cards: Sodetel, wise, Cyberia, terranet, idm), Alfa, and Touch

**EXTRA CURRICULAR**

* **Hobbies:** Reading, Travelling, and Swimming
* **Languages:** Fluent in Arabic , English and French