

HOURY BAYRAMIAN

Date of Birth: 14/08/1992
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Career Objective:

A young professional, wishing to work in a reputable organization, which can offer me a great variety of tasks and provide challenging opportunities in the field of Management.

Education

Sep 2010-December 2014	University Saint-Esprit de Kaslik (USEK) Location: Kaslik, Jounieh Major: Management
Sep 1992- June 2010	Melankton and Haig Arslanian College Location: Mzher, Lebanon Lebanese Baccalaureate – Economy and Sociology French Baccalaureate – Philosophy

Experience:

July 2014 – August 2014	Training in Byblos Bank <ul style="list-style-type: none">• Orientation program: Get introduced to Byblos structure and operation, products, policies and procedures.• Teller operations plus front desk: Cash withdrawals, end of day reports, customer inquiries, balance currency cash and checks in cash drawer.• Customer satisfaction survey: Questionnaire with the clients in branches to measure their satisfaction with Byblos bank.• Personal banker: Bank’s product and new services, new accounts, operational activities and financial services.
June 2011 – Present	D.S Establishment-Lebanon <p>Wholesale of ladies shoes Business. Tel: + 961 1 261269. Email:dset91@yahoo.com Sales person.</p> <ul style="list-style-type: none">• Resolved customer problems.• Maintained orderly working environment.• Filing the documents.• Data entry• Entering the journal vouchers• Petty cash• Reconciliation of bank accounts.
September 2011- June 2014	Private Tutor for students. Mzher, Lebanon. <ul style="list-style-type: none">• Help students to improve their grades.

Computer Skills: Microsoft Applications: Word, Excel, and Power Point
Internet research skills excellent

Language Skills:

Language	Reading	Speaking	Writing
English	Very Good	Very Good	Very Good
French	Very Good	Good	Very Good
Arabic	Very Good	Very Good	Very Good
Armenian	Very Good	Very Good	Good

Personal Data: Reading, biking, running, photographing and playing guitar.

References: Available upon request.