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**Amjad Bahmad**

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| Objective | Seeking a challenging position in a trustworthy Bank where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth; and cashiering experience in order to contribute to the organization’s mission within Bringing strong customer care skills, detail orientation and math aptitude in order to serve the bank’s clients in a professional and effective manner. |
| Civil Status | Place of Birth: Dahr Al Ahmar – Rashaya, LebanonDate of Birth: March 3rd , 1989 Nationality: LebaneseMarital Status: Single |
| Education | 2013-2014 Cardiff Metropolitan University Hamra, Lebanon * **Bachelor of Business Administration and Management.**

2011-2014 Modern University Hamra, Lebanon For Business & Science* **Bachelor of Science in Banking and Finance**

2006-2009 Rashaya Secondary School Rashaya, Lebanon* Lebanese Baccalaureate (SE)
 |
| Work Experience | 2014-present Bank Beirut and Arab Words (BBAC) Hamra, Lebanon**Training:*** **Cash handling and cashing up large amounts of money.**
* **Helped to maintain the administrative system.**
* **Accepted and processed customer deposits and loan payments.**
* **Maintained and balanced a cash drawer daily.**
* **Cash checks after ensuring that signature are verified.**
* **Receive checks and post entries into correct accounts.**
* **Manage balancing duties akin to currency, coins and checks.**
* **Verify dates on incoming checks.**
* **Ensure that customers’ loan information is processed and maintained appropriately.**
* **Receive cash from armored cars and count and verify cash.**
* **Verify cashier’s checks.**
* **Provide account balance information to clients.**
* **Accept and process loan payments.**
* **Transfer funds at the request of clients.**
* **Ensure that the cash drawer is balanced and maintained at all times.**
* **Endeavour to cross sell bank’s products.**
* **Open and close checking and savings accounts.**
* **Perform end of the day recap of money and bank slips.**
* **Take advantage of sales opportunities to attract new customers.**
* **Post all cash and credit card entries into the database.**
* **Organize and restock workstation with supplies.**
* **Sell savings bonds and traveler’s checks.**
* **Stamp receipts and verify that the customer is who he or she claims to be.**
* **Compare signatures, photos and ID to verify customers.**

2013-2014 Hotel Crown Plaza Hamra, Lebanon**Guest Relations (Front Office department)*** **Opera, micros and other applications.**
* **High communication skills with guest experience.**
* **Inquiries on internet services.**
* **Issue ATM cards and changing customer passwords.**
* **Organize workflow to meet customer timeframes.**
* **Customer service orientation.**
* **Sending business emails + Reports.**

2012-2013 Hotel Le Vendome Ain el mraisseh, Lebanon**Order Taker and Waiter ( Room Service Department)*** **Guest relation training**
* **Telephone Techniques: *Answering, transferring, responding and dealing with all kind of phone calls*** according to Inter-Continental standards.
* **Wine Training:** Implemented by a wine specialists.
* **Cigar Training:** Implemented by a cigar specialists.
* **Coffee Training:** How to prepare all kinds of coffee.
* **Be my guest Training:** How to act with the guest using body language.
* **Bomb threat Training:** How to react in case of a bomb threat situation.
* **Health and Safety Training:** To maintain a high level of hygienic conditions.
* **Presentation skills:** How to do a presentation.
* **Communication skills.**
* **Hygiene training.**

2011-2012 Lavazza café Hamra, Lebanon  **Headwaiter*** Coffee training by an Italian team specialist in coffee and Italian food.
* Taking orders in addition to welcoming new customers.
* Cash handling + opera.

2010-2011 MES - Hotel Le Gray Beirut, Lebanon.**Cashier**2009-2010 Ash Stores. Downtown, Lebanon.**Store supervisor** 2007-2009 AL Tilal Hotel Zahle, Lebanon.**Chef de Rang** (Lebanese food).* Carry out all duties as directed by the maître d’ for the day to day running of the restaurant
* Prepare the restaurant for service (cleaning- and laundry duties - linen preparation, silver polishing, table top preparations, all other mis en place tasks).

2007 Jinopos café junieh, Lebanon.**Waiter** |
| Key skills and competence: | * Able to work under pressure and deliver results to deadlines.
* Attention to detail.
* Can build and maintain strong relationships.
* Having a creative, analytical, practical and thorough approach to resolving issues.
* Excellent people skills, leadership skills and customer focus.
* Good communication skills.
* A proactive approach to problem solving.
* Able to work closely with customers, often in joint client/consulting teams.
* Ability to manipulate, analyze and interpret both financial and business data.
* Possessing strong numeric and analytical skills.
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| Languages | Fluent in Arabic and EnglishFair in French and Spanish |
| Computer Knowledge | * Microsoft Office (Word, Excel, Power Point)
* Internet and **Computing Core Certification** (**IC3**®), Microsoft® Office Specialist (MOS), Microsoft® Office Specialist 2007 (MOS 2007).
* Photoshop, Illustrator CS2, Opera, Micros, FBM, Java
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| Volunteer experience | 2006-2007 Lebanese Red Cross  |
| References | Are available upon request. |