

*Sara Jamal Hamdan*  
*Beirut*  
*M:71/277710*

### **PERSONAL SUMMARY**

Date of Birth : 15 July 1991

City/Town: Lebanon

Languages: English educated +French learning + Fluent Arabic Communication

Skills

Hobbies : Interested in reading and swimming

### **ACADEMIC QUALIFICATIONS**

Bac 2: El Ghobeiry Official school

University : LIU banking and finance

### **UP2DATE QUALIFICATIONS**

A well presented , industrious and highly individual who personable individual who has extensive in-depth experience of the entire banking industry. Able to gain the trust of customers by interacting with people from all backgrounds.

### **CAREER HISTORY**

2010: **English teacher at LYCEE DES ART school**

2011 till 2012: **supervisor at boubes group for 7 branches**

2012 till 2014: **BLOM BANK / Customer Service**

2015: **Com Tel CO. for shipping / Assistant Manager**

### **DUTIES**

- Looking after the short term and long term funding requirements of business clients and individual customers.
- Building relationships with high net worth individuals.
- Answering any question about domiciliation and its details.
- Providing advice on investments.
- Maintaining a professional image at all time.

### **PROFESSIONAL EXPERIENCE**

#### **Banking Competencies**

□ Through understanding of banking procedures.

- Knowledge of foreign currency.
- Presentations and sales skills.

#### Personal Competencies

□ Dependable and truthful.

- Ability to keep calm under pressure.
- Self starter.
- Having the ability to work accurately.
- Attention to detail.
- Relationship management.
- Excellent negotiating skills.
- Initiative and ingenuity.

### **KEY COMPETENCIES AND SKILLS**

Customer satisfaction

Business processes

Data processing

Decision making

Thankful And Waiting Your Request.