

Bachir Yamout

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Education

**1991-1994. Lebanese American University (L.A.U.)-Formerly BUC
Bachelor of Science – Business Administration**

Professional Experience

**2006 to date Middle East Star
Travel & Tourism**

Marketing & Customer Service Manager

- Leading promotional activities
- Handling Visas Files (direct contact with embassies)
- Managing client's complaints
- Supervising client's services
- Spreading the good image of the company

2001 to 2006 Fransabank SAL

Operational, Commercial, and Financial duties

- Job Scope Operational
Performing all kinds of transactions
i.e.: Cash transactions, checks, transfers, bills,.....
- Job Scope Commercial
Managing all commercial activities
i.e.: Credit Cards operations, domiciliation's, loans,...
- Job Scope Financial
Promoting financial products
i.e.: all kinds of insurance (car, life,...), saving programs,...

**AML (Anti money laundering) Department
i.e.: studying clients' money resource**

1995 till 2000 Celltec (Telecommunications)

**Sales department (Indoor Sales)
-Handling all walk-in client's needs**

Personal

**Languages: Arabic (native), fluent in French & English
Interests: Football, Music, and Travelling
Proficient in all Microsoft Office applications and internet**