

# *Diana Bassam Al-Jawhary*

Aramoun, Al-Jawhary Street

Tel: 71914633

Email: [dianajawhari@hotmail.com](mailto:dianajawhari@hotmail.com)

**Nationality:** Lebanese

**Date of Birth:** 24-03-1993

## **Objectives:**

Seeking a challenging position in a growing organization, where I could learn the manner of work and demonstrate my skills while contributing to the development and welfare of the company.

## **Education:**

Business Management (BBA)	Arab Open University	2010-2013
Bacc. 2 in Sociology and Economics	Aramoun Official Secondary School	2009-2010

## **Skills & Qualifications:**

- Good level of spoken and written English
- Computer (MS Word, Excel, PowerPoint, Internet Explorer)
- High PR skills
- Responsible, Hard worker...

## **Experience:**

### **Public Relation**

-BBAC Bank (Shahhar Branch)	Training February, 2013
-Bank MED (Khaldeh Branch)	Training June 17, 2013

- Customer Service: closing and opening accounts, statement of account and transactions done...
- Tellers: cash withdrawal, cash deposit, check deposit and withdrawal, paying bills of loans or companies...
- Operating System and loans: terms and conditions of taking a loan, checklist of transaction done daily, credit transfer from one account to another, abroad money transfer...

### **Freelance**

Teaching students at home

**Call Center****LIBANPOST**

- Inbound: receiving calls from customers and serving them by tracking their parcels, giving information about the needed documents for paying their fees, finishing legal papers like passports, renewal of residence and license of maids, etc...
- Outbound: calling customer and selling services like home service for goods bought from online websites as “Ali Express and Car Speed Adjust”

**Finance Assistant****Relief International (IN PROGRESS)**

- Process incoming invoices and vouchers, ensuring that these are properly approved, stamped and coded.
- Preparing day to day financial vouchers: Checks, Cash Advances, PV's and Cash Payments.
- Perform documentation filing as prescribed by RI Policy.
- Ensures there is proper supporting documentation for all payments and other accounting entries.
- Support the Finance/Officer in the preparation of monthly financial reports.

**Certificates:****Relief International Orientation Training Courses:**

- Identifying Reporting and Investigating Misconduct (Ethics Awareness Training)
- InterAction – SEA101: Introduction to Sexual Exploitation and Abuse
- Reporting Sexual Exploitation, Harassment and Child Abuse
- RI Security Orientation
- RI Training on the Child Protection Policy

**PACIFIC MEDICARE:**

- UNITED NATIONS First Aid Course
- UN Pre-Hospital Emergency Care (PHEC)

**Activities / Hobbies:**

Basketball, reading, listens to music, biking and playing piano

**References:**

Available upon request