**curriculum vitae**

**Personal information**

Full name Rachel Pierre Saker.

Address New Rawda Imm St Theresa.

Mobile (+961) 71396485.

E-mail Racho.Saker@Outlook.com

Nationality Lebanese.

Date of birth 31 of December 1989.

Gender Female.

Civil Status Single.

**Professional career interests**

Seeking a long term career in a fine corporation.

To be successful in life, finish my university and get a suitable job.

Looking for an opportunities that allows me to handle a good position, and get experience to achieve myself esteem more.

**Education**

• Dates (from – to) *September 2010 – February 2016.*

• University *AUL (Arts and science university) - Dekwaneh.*

• Major Business Management.

• College Frere Unis School, Dekwaneh. Diploma Terminal SE.

**Professional experience**

**INTERNSHIP**

**federal bank of beirut. (sin el fil)**

*(From: 4/07/2016 🡪30/07/2016)*

*Position: Teller.*

*Responsibilities:*

1. *Cash and Check deposits.*
2. *Transfer + Exchanges, Insurances, Collection, How to solve problems.*
3. *How to approach customers, Attestations, Loans, TVA, Statement, Customer services, Phone call.*

*Position: Teller.*

*Responsibilities:*

1. *Cash and Check deposits.*
2. *Transfer + Exchanges, Insurances, Collection, How to solve problems.*
3. *How to approach customers, Attestations, Loans, TVA, Statement, Customer services, Phone call.*
4. *Prides coaching and professional development to company*

**Bank of Beirut Bob. (Bauchrieh)**

***(****From: 1/07/2013 🡪1/09/2013)*

**NK (Naji El Kaddoum)*,* Jal el dib**

*Position: Accounting.*

*Responsibilities:*

*Statement of account, Purchase (invoice), Payment voucher (check, cash), Receipt voucher, Bank transfer, Debit + credit, insurances.*

***(****From: 1/07/2012 🡪 1/9/2012)*

**Work**

**Mini Market Karam, Slav**

*(From: 1/10/2013*🡪*1/9/2015)*

*Position: Cashier & stock manager*

*Responsibilities:*

*Handling stock inventory, handling purchases, pricing, in contact with costumers and companies.*

**COMPUTER SKILLS**

* + - * *Microsoft Office (excel, Access, Power Point…).*
      * *MS project office.*

**LANGUAGES**

**ARABIC ENGLISH FRENCH**

***•* Reading skills Native ExcellentExcellent**

***•* Writing skills Native Very Good Good**

**• Verbal skills Native Good Good**

**COMPETENCES**

Willing to learn any subject related or not related to my background

Ability to work under pressure

*References will be given up on request.*