

SARA DABBOUSSI

Contact Information:

E-mail : dabboussis@gmail.com
Telephone : 81 291 739
Address : Tripoli, Nadim al Jisr Bakri building, 2nd floor
Nationality : American

Objective:

To secure a position in a reputable company where I would employ my academic and professional skills. Always ensure that I am doing my utmost, assisting my colleagues and peers in achieving the objectives of our area.

Education:

- 2010-2014** : **AUST(American University of Science & Technology)**
Master in Banking and Finance
- 2005-2008** : **AUT (American University of Technology)**
Business Administration- (Banking and finance)
My study was well concentrated in understanding the market demand and the consumer behavior and manage funds in effective and efficient way to manage risks.
- 2005-2006** : **E-money Power Institute**
Certification of completing the international financial market courses.
Currency, stocks, Future, Bonds..
- 2004-2005** : **School (abroad)**
Baccalaureate (Scientific).

Work Experience:

April 2016 – present : **BANK OF AMERICA.**
Inbound Specialist I

Handle a variety of incoming calls within the Home Equity Call Center from internal & external customers. Maintain adherence to all Bank of America, Compliance and government guidelines and regulations. Respond to customer inquiries regarding products, services, rates, application status and required customer and/or vendor contingencies. Focused on achieving customer delight through successfully establishing customer rapport, setting appropriate expectations, asking probing questions and executing on all commitments. Solution oriented and proactively exhibits ownership and escalates when appropriate.

2014 – 2015 : **MERIDEN PUBLIC SCHOOLS (USA, Connecticut).**

Substitute Teacher

April 2010 – Dec 2011 : STEP, BEIRUT

Accountant

- Examining accounting records and recording accounting transactions in Lebanon & Dubai in order to properly allocate receivables.
- Review bank statements in order to reconcile incoming and outgoing transfers, deposits, verify then record interest and fees calculations and make sure it is in line with signed contracts/agreements.
- Coordinating with external auditors for fiscal year closing.

2008 - March 2010 : M & M Construction (Part of M1 group), Beirut

Administrative and HR assistant

- Handling correspondence with engineers, sub-contractors & the company main branch
- Maintaining the employees time-sheet
- Maintaining the accounting data-entry
- Filing & data processing
- Calculating monthly wages
- Handling banks' reconciliations, VAT and other accounting related tasks
- Elaborating memos & BOQ's.

Training:

2007 -2008 : Training at Banque Libano-Française BLF (June, July, and August)

- The training covered: Deposits and customer Services, Credit and commercial service.

Special Skills:

- Ability to work with minimum supervision, under pressure
- Excellent leadership skills and a great team player
- First name in the honor list at the university with GPA 2006-2007 of 4.0 \ 4.0
- Dean's List.

IT Skills:

- MS Office Program
- Full-Maintenance of Computer Systems.

Languages:

Arabic: Native language ; French (Very Good) ; English (Excellent)

Hobbies:

Football, Researches, Swimming, reading, dancing.