

Rawan Abed el-Ghani Chehab

Beirut, Lebanon

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Date of birth: 11-3-1994

Marital status: Married.

Address: Aramoun

Personal profile:

Seeking a position in your organization to utilize my skills and ability that offer professional growth while being resourceful, innovative and flexible to give best service to customers.

Education:

2012-2016 Faculty of Commerce and Business Administration

Bachelor of Banking and Finance.

Beirut Arab University (BAU)

Beirut, Lebanon.

Experience:

Private clinic (Nour building) Makassed general Hospital 01-11-2014 to 30-09-2016

- Insurance services for two years.
- Get online approvals for different medical and diagnostic departments.
- Deal with all of the insurance company in Lebanon (Next care, Globe med, Bankers, Med gulf ..)
- Saving deposit and verify it.
- Strong basic computer skills.

- Take great satisfaction and pride in seeing result and positive impact on the customer/client.
- Communicate effectively (written and oral) with managers and peer employees.
- Able to work under stressful condition and meet all given deadlines.
- Good customer-relations background.

Sale associated:

BHV-city mall Dora Beirut 2013-2014

- Customer services, answered customer questions
- Associated customer with their choice of purchases.
- Accept money for purchases by check, cash, received exchange and issuing refunds, when appropriate.
- Proven customer service ability
- Experience in handling confidential paperwork
- Dedicated to achieve customer satisfaction as well as meeting or surpassing company expectation.
- Ability to multi task and remain organized and pay attention to details.

Personal interest:

Reading, swimming

Computer skills:

Microsoft office, excel, word, PowerPoint, access, HTML.

Certification of ICDL-2016

Trilingual:

Arabic, French and English.

References:

Available upon request.