JOELLE

Email: [joelle.388257@2freemail.com](mailto:joelle.388257@2freemail.com)

E X P E R I E N C E

**CSO**

CREDIT BANK SAL

August 2015 - Present

- Handling new Customers account opening,

- Applying the internal policies and procedures and the curiosity to closely monitor all proofs and supporting documents related to the technical and administrative functions.

- Participating in the AML trainings provided me with further knowledge in the department

- Promoting and preparing and house, car, personal loans for customers

- Handling customer’s portfolios

- Following up on monthly loan deposits

SGBL

January 2015 - Present

- Handling new Customers account opening

- Promoting preparing and house, car, personal loans for customers

- Handling customer’s portfolios

- Following up on monthly loan deposits

**Teller**

SGBL

January - December 2014

- Handling new Customers account opening

**Human Resources Assistant**

BLOC Contracting

Management & Consultancy

January - December 2014

- Recruiting Employees

- Working on a Payroll System: Entering employee schedules

 and issuing their salaries

**Accounting & Front Office**

Attco Technoteile

January 2011 -

December 2012

- Handling daily routine correspondence, paperwork, management of

accounts

- Tracking sales cost, total purchases, received and processed cash

payments and credit payments

- Processing supplier invoices and scheduling regular payments

- Handling day to day front office administration

**Promoter & Hostess**

Jammal & Itea Agency

January 2008 -

December 2011

- Greet and assist customers

- Promote products & provide good service

- Participated in the Beirut Annual Boat Show

E D U C A T I O N

Lebanese Canadian University (Aintoura)

2014-2016

School of Business Administration

MBA degree in Management (Anti Money Laundrey Thesis)

Lebanese Canadian University (Aintoura)

2009-2013

School of Business Administration

Bachelor degree in Business Administration

College de la Providence

2006-2008

Bac II SE

COMPUTER SKILLS

MS Office

MS Access

L A N G U A G E S

English

French

Arabic