

# Tarek Mehdi

Address: Raas El-Nabeh, Beirut, Lebanon

Date of Birth: October 2, 1996

Nationality: Lebanese

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## Education:

**Arts, Sciences & Technology University in Lebanon (AUL)** Beirut, Lebanon | Sep 2014-Jun 2017  
*Business Administration emphasis in Accounting (BBA)*  
GPA: 4.0/4.0

## Objectives:

Experienced, detail oriented, and highly organized individual seeking a challenging position where I can combine my knowledge of banking practices with my passion for providing outstanding customer service, bringing exceptional ability to professionally, speedily, and accurately perform work while meeting your reputable institution's high quality delivery standards

## Work Experience:

### BLOM BANK SAL

Beirut, Lebanon | Feb 2018- Dec 2020

#### *Main Teller / Full Time*

- Cash handling and teller related transactions in accordance with branch targets
- Maintained relationships and ensured customer satisfaction
- Opened new accounts and helped with loan applications
- Ordered and issued bank cards and checks for customers
- **Achievement:** Selected as employee of the month for 4 times in a row by selling the bank's products and services which led to the selection of our branch as the best one over 76 branches

#### *Call Center Representative / Part-time*

Beirut, Lebanon | May 2018- Dec 2020

- Proved ability to handle a diverse customer base, resolve problems and process transactions quickly and accurately
- Answered inquiries regarding checking, savings accounts and other related products
- Managed large amount of inbound and outbound calls in a timely manner
- **Achievement:** Recommended by more than 30 customers as the most professional and respectful agent among others

## Teleperformance SARL/ Touch Project

Beirut, Lebanon | Dec 2016- Jan 2018

### *Call Center Representative*

- Answered incoming calls on 111 and responded to customer's emails
- Generated customer interest in the company's products and services

## BLOM BANK SAL

Beirut, Lebanon | Apr 2017- Jul 2017

### *Credit Card Sales Representative Intern*

- Explained and clarified the benefits the buyer stands to gain from the purchase
- Answered clients' questions within set standards, and helped them resolve complaints about the credit cards or issues that may arise during usage
- **Achievement:** Met the branch's goals by being the most branch that sold credit cards

## Elite Hotel

Beirut, Lebanon | Oct 2016- Nov 2016

### *Accountant Intern*

- Managed balance sheets and profit/loss statements
- Published financial statements in time
- Reported on the company's financial health

## Jammal Trust Bank SAL

Beirut, Lebanon | July 2016- Aug 2018

### *Teller Intern*

- Performed routine bank telling tasks, including making deposits, withdrawals, transfers, and cash advances, receiving loan payments, and cashing checks

## Side Activities:

- Volunteered at The Lebanese Red Cross: Participated in organizing awareness campaigns and events
- Hobbies: Sports, travel, photography

## Languages and Skills:

- Languages: Fluent English, Native Arabic, and Basic French
- Computer Skills: Microsoft Office (Word, Excel, Access)

## References:

References are available upon request.