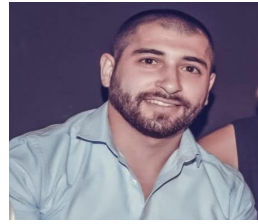


RAYMOND MATTA

Dependable and customer service-oriented bank teller, Displays dedication and commitment to the obligated duties and teammates while providing excellent service to every customer making them the highest priority.



EXPERIENCE

Bank of Beirut, Beirut — Teller

2015 - 2023

- Processed daily client transactions, including deposits, withdrawals, money transfers
- Assisted clients with various questions and concerns related to their accounts and bank products.
- Accurately maintained records of each transaction and ensured all documentation and paperwork was in place and within compliance

Class Sport, Beirut — Store Manager

2011 - 2015

- Managing and overseeing shop operations.
- Administrating meeting monthly, quarterly and annual sales and financial targets
- Enforcing exceptional customer service, setting criteria for staff

H&M, Beirut — Head Cashier

2010 - 2011

- Ensure accurate drawer reconciliation at the end of each shift
- Train and oversee cashiers
- Troubleshoot and escalate issues with the cash register and other equipment

Aldo, Beirut — Sales Associate

2010 - 2011

- Ensure high level of customer satisfaction through excellent sales service
- Remain knowledgeable on products offered and discuss available options

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SKILLS

Management Skills
Communication skills
Problem solving skills
Customer service skills

LANGUAGES

ARABIC-ENGLISH-FRENCH

EDUCATION

Sociology and economy, Sagesse Brasilia — *Baabda*

1994 - 2011

Bachelor of arts in Business Marketing, — *Baabda*

Universite Antonine

2011 - 2015

