

## ABDELRAHMAN MOUTRAJI



[Abdulrahman.motraji@hotmail.com](mailto:Abdulrahman.motraji@hotmail.com)

Mobile : +96170748766

Al Yasmine Building, Al-Otour Street

Abu Samra, Tripoli, Lebanon

Nationality: Lebanese

Date of Birth: 10<sup>th</sup> May 1986

Marital status: Married

Number of children: One child

**Career Objective** Obtain a position and build a career and raise Shan foundation

**Education** **Bachelor's degree in Business Administration**, 2011/ 2012  
Jinan University, Tripoli, Lebanon

**Lebanese Baccalaureate II**, 2005/ 2006  
George Sarraf High School, Tripoli, Lebanon

**Current Job** **Ecommerce Coordinator at Nahle Home Company**

**Job Experience** **Supervisor during the preparations** for the new branch of **Nahle Home Company** (Leader in retail and wholesale home appliances and electronics in Lebanon) since **October 2022**

**Electronic Banking Officer** (Assist the EBS Section Head in all activities related to existing and new E-banking products/services and ATM activities) at **Arab Finance House (Islamic Bank)-Main Branch** in Lebanon since **19/06/2020 till 25/11/2021**

**Bank Teller at Arab Finance House (Islamic Bank)-Tripoli Branch** since **01/01/2014 till 18/06/2020**, handling the following missions:

- Cash in – Cash out
- Issuing banker cheque
- Outgoing transfer
- Executing all kind of VAT operations
- Miscellaneous charges
- Account to account transfer
- Bank certificate of deposit
- Account closure
- Covering the absence of the Head Teller by handling all his missions
- Organizing and checking the main vault
- Refilling ATM Machines
- Transferring money between AFH Bank and the Central Bank of Lebanon

### **Experience (Training)**

**First Aid** **2006-2011**

Paramedic at the Islamic Medical Association

**Billing Section, Accounting Department** **2010**

Dar AL Chifaa Hospital, Tripoli, Lebanon

- In/Out information of files Patients
- Billing Accounts
- Assistant Accountant

**Marketing section****2012**

Bank AL Baraka S.A.L Tripoli Branch

- Calling Customers, making deals
- Meeting Customers, making deals
- Product Marketing at the branch even at customers' shops

**Patient Relations Training****2013**

Lebanese American University in collaboration with Dar Al Chifae Hospital

- Understanding people
- Quality Service
- Communication with people

**Costumers Relation Operations (for one month)****2018**

Arab Finance House (Islamic Bank) Tripoli Branch

**Languages**

Arabic: Native Language

English: Good in Speaking, Reading and Writing

**Computer Skills**

Microsoft Office - Word, Excel, PowerPoint, Windows Internet Explorer

**Certificates**

Basic First Aid Certificate from Red Cross, Lebanon

Advanced First Aid Certificate from Islamic Medical Association, Lebanon - 2007

Computer Language from The Lebanese Arabic Center for Sciences &amp; Languages - 2010

Patient Care Excellence from Lebanese American University – 2013

Anti-Money Laundering Workshop from The Arab Finance House Bank – 2014

Selling and Service Strategies from Starmanship &amp; Associates - 2014

**Hobbies**

Reading, Basketball, Playing Drums/Piano/Guitar

**Driving license**

Holding Lebanese Driving License