

Zaynab Hteit

Business Management

Self-motivated and passionate graduate, seeking to secure a position and begin my career where my knowledge and expertise will be utilized and enhanced.



zaynab_hteit@outlook.com



70992004



Salim Salam, Beirut, Lebanon



24 September, 1998

SKILLS

Communication

Teamwork

Delegation

Problem-solving

Decision-making

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

INTERESTS

Reading

Travelling

Socializing

EDUCATION

BS in Business Management

Lebanese American University (LAU)

09/2016 - 12/2020

Beirut, Lebanon

Courses

- Accounting
- Marketing
- Management
- Strategic Management
- Leadership

Baccalaureate in Economics and Sociology

Al Maanieh High School

Beirut, Lebanon

WORK EXPERIENCE

Teller and CSR intern

Fransabank

05/2018 - 06/2018

Beirut, Lebanon

Achievements/Tasks

- Processing cash withdrawals.
- Clearing cheques, account maintenance, opening or closing various types of accounts, and other tasks related to operations.
- Interacting with customers and giving them information about specific services.

Private Tutor

Home Schooling

2020 - Present

Achievements/Tasks

- Providing private lessons in Arabic, English, Math, Science and Social Studies. (Grades 6-12)
- Providing private lessons for university students in marketing and management related courses.

Administrative Assistant

Hoteit Jewelry

08/2018 - 12/2019

Beirut, Lebanon

Achievements/Tasks

- Supporting the customers, answering phone calls and scheduling meetings.

PERSONAL PROJECTS

CapSim

- CapSim: stands for captive, simulation. It is a worldwide business simulation game. CapSim is a web-based learning tool that use dashboards and reports to present financial and operational performance data.