

Jean Zaiter

zaiterjean@hotmail.com

Tel: (+961) 70 203 268

Personal Data:

- Date of birth: 24/09/1992
- Marital Status: Single
- Nationality: Lebanese

Qualification:

- Good manager of the activities of workers and processes in a variety of industries
- Good Leader by managing production workers, sales staff, professionals or other management staff
- Oversee and direct the activities of workers in an organization
- Good written and verbal communication skills to direct the activities of workers
- Self-motivated and team player
- Fluent in Arabic, French and English

Computer Skills:

- Outlook, Access
- Word, Excel
- Power point, Adobe
- Internet (Navigation, Research), Social Networking (Facebook, Twitter, Google)

Educations:

Arab Open University – Beirut (From 2011 Till 2015):

- BA Business Management

Arab Open University-Beirut.

Ibrine Official School – Batroun

- Lebanese Baccalaureate II

Experiences:

Loco Beach and Resort (February 2016 till present):

- **Manager**

Manager sets goals for the group, and decides what work needs to be done to meet those goals , divides the work into manageable activities, and selects people to accomplish the tasks that need to be done

Allianz SNA (December 2016 till February 2016):

- **Financial and Insurance Consultant**

Financial consultants work helping clients manage their finances, working with clients to develop individualized financial plans for savings, retirement, investments and insurance, and offering information and guidance on topics that include taxes, investments and insurance decisions

Loco Publicity (December 2014 till September 2016):

- **Supervisor**

Managing and establishing appropriate targets and yardsticks, and analyzes, appraises and interprets performance, divides the work into manageable activities, and selects people to accomplish the tasks that need to be done