

# Omar Zaki Fathi

## PERSONAL DETAILS

**Nationality:** Lebanese  
**Date & Place of Birth:** 21/3/1993 – Beirut, Lebanon  
**Marital Status:** Single  
**Address:** Beirut - Lebanon  
**Tel:** 00961 70 740299  
**E-mail:** omarfathi1103@hotmail.com



## EDUCATION RECORD

2011 – 2014      **Arts, Science & Technology University (AUL)**      Beirut, Lebanon  
<https://AUL.edu.lb>

Achieved Diploma/Title      BA in Banking & Finance

2008 – 2011      **Frères St Joseph**      Beirut, Lebanon

Achieved Diploma/Title      Lebanese Baccalaureate in Economic & Sociology

## EMPLOYMENT EXPERIENCE

March 2018 –      **Middle East airlines**      Beirut, Lebanon  
Novemver 2019      <https://MEA.com.lb>

**Position:** Ticketing and reservations agent

**Job Description:** - Assistant customer planning, selling...  
- Promoting MEA's services...

December 2013 –      **Clemenceau Medical Center**      Beirut, Lebanon  
June 2016      (In Affiliation with John Hopkins International)  
<http://cmc.com.lb>

**Position:** Patient Service Coordinator

**Job Description:** Provides administrative & clerical support in the coordination of department activities; interprets operating policies, performs duties of a sensitive & confidential nature

## Internships

May 2019	<b>BML Bank</b> <a href="https://bml.com.lb">https://bml.com.lb</a>	Beirut, Lebanon
	<b>Task:</b> Marketing, customer service, teller, risk management department.	
June 2017 – January 2018	<b>Ghorayeb Travel</b> <a href="https://Ghorayebtravel.com">https://Ghorayebtravel.com</a>	Beirut, Lebanon
	<b>Task:</b> Travel consultant	
March 2017 – May 2017	<b>Lebanese Aviation Transport</b> Beirut International Airport <a href="https://LAT.com.lb">https://LAT.com.lb</a>	Beirut, Lebanon
	<b>Task:</b> Ground handling	
Dec. 2012 – May 2013	<b>Capital Financial Company</b> <a href="https://groupecfc.com">https://groupecfc.com</a>	Beirut, Lebanon
	<b>Task:</b> Accounting operations	
July 2012	<b>Central Bank of Lebanon</b> <a href="https://BDL.gov.lb">https://BDL.gov.lb</a>	Beirut, Lebanon
	<b>Task:</b> Attending seminars (different banking departments)	
Nov. 2012	<b>BLC Bank</b> <a href="https://BLCbank.com">https://BLCbank.com</a>	Beirut, Lebanon
	<b>Task:</b> Banking operations	
Nov. 2011 – Jan. 2012	<b>Arope Insurance</b> <a href="https://Arope.com">https://Arope.com</a>	Beirut, Lebanon
	<b>Task:</b> Different insurance departments	

## CERTIFICATES & Diplomas

15-16 April 2019	<b>Middle East airlines</b>	Beirut, Lebanon
	Certificate of Attendance: customer service	
28 March 2019	<b>Institute of risk management</b>	Beirut, Lebanon
	Certificate of Attendance introduction to Aviation Risk Management	
12 May 2017	<b>Lebanese Air Transport (LAT)</b> Course in Ground Handling of Dangerous goods ( Category #9)	Beirut, Lebanon
27-30 March 2017	<b>Lebanese Air Transport (LAT)</b> Course in SITA Departure Control Services	Beirut, Lebanon
22-24 March 2017	<b>Lebanese Air Transport (LAT)</b> Course in Airport Services – Passenger Handling	Beirut, Lebanon
21 March 2017	<b>Lebanese Air Transport (LAT)</b> Course in Safety Management System	Beirut, Lebanon
19 April 2013	<b>Blom Bank</b> Certificate of attendance: Blom Shabeb Orientation Program	Beirut, Lebanon
28 May 2009	<b>Injaz</b> Certificate of Achievement (Personal Economics)	Beirut, Lebanon

## Languages

	<b>Speaking</b>	<b>Writing</b>	<b>Reading</b>
Arabic	Fluent	Fluent	Fluent
English	Very Good	Very Good	Very Good
French	Good	Good	Good
Turkish	In Process		

## Computer Skills

Word – Excel – Power Point

## Technical Skills

### Aviation systems

- Troya – Sabre – STCS – Fly Dubai – Galileo – Amadeus – ARD web

## Personal Skills

- Systematic, organized and punctual
- Work well in teams, and independently
- Cope easily
- Eager to learn
- Work well under pressure

## REFERENCES

Name	Position	Company	Location	Phone number
Mr Kassem Lahham	Senior Director	Emirates Islamic Bank	Dubai/UAE	+971 50 889 4366
Mrs Dana Alaywan	Head of marketing and communications	BML bank	Beirut/Lebanon	+961 3 956788
Mrs Leila Talj	Assistant Manager	Middle East Airlines	Beirut/Lebanon	+961 3 813734