



# KHALED MAAYTA

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One of my favorite quotes that have changed my view on life is "People regret not achieving enough success in life, they should regret missing many opportunities." Ever since reading this quote, I focus on taking every opportunity presented to me and learn from it and I can't wait to learn more from you.

## CONTACT INFO

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## EDUCATION

**3<sup>rd</sup> Year Architecture**  
Cyprus Int. University | Cyprus  
2013 - 2017

**High School Diploma/IGCSE**  
Global (Al-Kon) Int. School | K.S.A  
2011 - 2013

## Skills

- (Certified) Microsoft Office •
- Photoshop •
- (Certified) Power Platform Foundation •
- (Certified) Revit •
- Tableau •
- Tech Savvy •
- (Certified) Critical Thinker •
- Team Leader •
- Hospitality service expertise •

## WORK EXPERENCES

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**Flight Attendant (Grade 2)**  
Emirates | Nov/2018 – Sept/2020

- Attended workshops & training in customer service, conflict resolution tactics & safety procedures.
- Inspected interior of aircraft prior to, during & after flights to make sure everything was safe.
- Facilitated communication between flight deck & cabin crew prior to & during flights to promote smooth operations.
- In-flight retail, selling high-end goods & other Emirates services.

**Assistant Manager**  
Malak Mall | Oct/2017 – Oct/2018

- Supervised a team of 20+ employees and provided feedback on performance.
- Assessed job applications and made hiring recommendations to bring in top candidates for key vacancies.
- Reviewed performance data to monitor and measure productivity, goal progress and activity levels.
- Met & surpassed business targets regularly through employee engagement and forward-thinking planning.

**Architecture Site Supervisor (Internship)**  
Saudi Structures Contracting Co | Aug/2016 – Oct/2016

- Attended weekly on-site meetings with subcontractors and clients per month.
- Implemented safety procedures and verified workers wore proper safety attire to limit injuries and prevent accidents.
- Analyzed blueprints and other project specifications to completely understand all job requirements and determine how many workers would be required on site.
- Coordinated site investigations, documented issues and escalated to executive teams as needed.



## WORK EXPERIENCES

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### **Spring Festival (Volunteer)**

Cyprus Int. University | Feb/2015 – Mar/2015

- Monitored attractions according to written guidelines during operation to reduce safety risks.
- Ascertained wants and needs of students and developed games and attractions to facilitate enjoyment.
- Developed strong cooperative relationships with the team which formed a strong working environment.

### **Brand Promoter**

LemonAct | Feb/2011 – Jan/2013

- Communicated product value, quality and style to educate and attract potential customers.
- Analyzed consumer usage patterns to identify trends and target key demographics.
- Use of Microsoft Word and Excel to maintain records of sales.
- Organized and stocked merchandise to keep necessary levels for sales demand.