

# NAZEEH KLEIB

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3-july-1993

## OBJECTIVE

a challenging and rewarding position in a reputable firm with a growth oriented organization that offers diverse job responsibilities and the opportunity for advancement and personal growth.

## SKILLS

- Problem solving
- Team working
- Writing
- Analytical skills

## LANGUAGE

- Arabic
- English
- French
- Turkish
- Chinese

## EXPERIENCE

### Garbatella restaurant

Waiter

### Sodeco Suites

Front office agent

### Martial arts academy

Assistant trainer

### Lana international

Hr and Communication manager

liaising with recruitment agencies, advertising job openings, organizing and designing training sessions, accurately recording hours, and managing payroll and employee relations. recording hours. **developing and implementing all targeted content for various media platforms.** research, write, proofread, and edit all media content, implement and manage media campaigns, and deliver public relations and communications plans.

### Credit libanais

Internship

Internship as a customer service agent and teller agent

### Banque du liban

Internship

### Uniplaces international

Sales representative

**Serve customers by selling rooms in hotels or apartments and meeting customer needs.** Services existing accounts, obtaining reservations by planning and organizing daily work schedule to call on existing or potential sales

### Chouf high college

Responsible for the library

Selling books for students, providing reports to the general manager about students and teachers attending or absence, photocopying exams.

### Al liwaa newspaper, addiyar news paper

Writer

Writing political and social articles

### Al anbaa

Internship

Filming interviews and editing news

### Al muwaten news. Com

Manager for the news department

Editing news, writing reports for transfers and football matches, filming interviews.

### Drapp application

Life coach and consultant

**responsible for guiding people that are confused on what to do into their lives.** supporting goal-setting, personal growth, and behavior modification of their clients. helping people to achieve their goals by improving different actions necessary to take control of future plans.

### Beirut circle

Business development

**Identify and research potential clients.** Developing and maintaining client relationships. Coordinating

with sales teaming to develop mutually beneficial proposals. Negotiating contract terms with clients and communicate with stakeholders.

## EDUCATION

### **BATLOUN TECHNICAL INSTITUTION**

BT3-HOTEL

#### **Auce**

BBA

#### **Al khawarizmi institute**

Master nlp practitioner- certificate

#### **Al khawarizmi institute**

Life coaching-certificate

#### **CIS COLLEGE**

Journalism

#### **International academy for training and research( certified and licensed from ministry of information and foreign affairs)**

Media specialist

## ACHIEVEMENTS & AWARDS

Volunteer of the month award from epilepsy foundation united states of America  
Employee of the year from lana international

## ACTIVITIES

Training kickboxing since 2009 at ultimate fitness center  
Writing articles