

BELAL ZAITER

Email: belal.zaiter0103@gmail.com

Phone: +961 81 955 926

Location: Beirut, Lebanon

SUMMARY

"A motivated and passionate job seeker with strong organizational skills and a keen interest in social media, marketing, and advertising. Actively seeking opportunities to develop my expertise in social media management, content strategy, and brand development. Eager to learn from industry professionals, contribute to innovative marketing campaigns, and support the growth of dynamic brands through creative and results-driven strategies."

SOFT SKILLS

- Self motivated
- Adapt to changing environment
- Personal responsibility

COMPUTER SKILLS

- Microsoft PPT
- Microsoft Excel
- Microsoft Word
- Acrobat
- Adobe
- Java
- Camtasia
- Canva

EDUCATION

BACHELOR OF BUSINESS MARKETING

Lebanese International University – Beirut, Lebanon

Expected Graduation: 01/2025

GPA: 3.4

Bachelor of General Business (Focus in Marketing)

Coursework included: Market Research, Digital Marketing, Consumer Behavior, and other business-related topics.

EXPERIENCE

AUDITING MANAGER

Al Tair Trading Group – Beirut, Lebanon

01/2015 to 03/2021

- Promote from Auditing Clerk to Manager due to strong performance and leadership.
- Led audits, ensuring accuracy, compliance, and integrity of financial records.
- Evaluate financial statements, transactions, and internal controls.
- Collaborate with teams to improve processes and mitigate risks.
- Ensured compliance with industry standards and regulations.
- Trained and mentored junior staff, fostering a culture of learning.

Successfully organized the financial system of the company and secured best deals with suppliers and wholesalers.

OPERATION CLERK

ATT Group – Beirut, Lebanon

05/2007 to 01/2014

- Contribute to roadwork implementation and managed pre-operational planning.
- Ensure efficient project execution, meeting technical goals and deadlines.
- Collaborate with team members to achieve department objectives and maintain a positive work environment.
- Provide prompt and accurate assistance on various operational matters.

Successfully covered roadwork implementation in 30% of Beirut suburbs.

AWARDS AND HONORS

Employee of the Month – AT&T

Awarded for exceptional teamwork and participation in a wide range of company tasks and services as an Operations Clerk.

This highlights both the award itself and the qualities that led to your recognition. If you'd like more details or adjustments, feel free to ask!

LANGUAGES

- English–Business Intermediate
- Arabic–Native/Fluent
- German–Advanced/ Professional

REFERENCES

JINANE EL-HAGE

BSc, MSc Biochemistry

Research Assistant

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RANEEM RAHIM

Chairperson of Hospitality and Tourism,

Lebanese International University (LIU)

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