

Najat Antoine Khayat

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Beirut Lebanon



Personal Summary:

As a bilingual customer service professional, I have learnt and obtained experience in being able to perform various tasks under pressure and acquired the stamina of working long hours. Also became a great team player with excellent communication and interpersonal skills. Social Platforms, and The Social Network; are an ever ending learning experience for me. As well as that, facing new challenges is what encouraged me to obtain such skills, along with the ability to think outside the box with high perseverance and a positive mindset.

Work Experience:

- **Unit Manager at MetLife International. September 2019 – Present.**
 - Oversee all Policies of Team of Sales
 - Dispersed letters, enforced policies, & mentored Team of Sales
 - Handled administrative responsibilities.

- **Artist Manager assistant to Nassif Zeytoun at Music is My Life – Watary Productions December 2018 – September 2019. An artist Management and booking company, based in Beirut. Music is what they are all about!**
 - Took care of all event bookings, flight and accommodation arrangements.
 - Followed up with engagement and audience reach for Nassif's fan base.
 - Released Press releases to do with the Artist.
 - Available on the date of Events – Concerts – Private parties, looked over and supervised on all aspects (Before – During - & After specific event).

- **Offline content Marketer at Music is My life – Watary Productions April 2018 – December 2018.**
 - Released Songs, & Music Videos to Radio Stations & TV's.
 - Took care of all Press Releases.
 - Followed up with all digital platforms and social media platforms regarding audience reach and distribution of songs and/or Music Videos.
 - Looked over SEO Performance and KPI.

- **Internship at the Special Olympics – Assistant Events Director February 2018 – November 2018. The special Olympics a first all around the world that**

contributed in having people with disabilities from all around the world to compete in Olympics specified for them, which was located in Abudhabi United Arab Emirates in March 2019.

- Logistics take over, of what races were taking place at what stadium.
 - Pre Events and post Events RSVP of guests and Olympians.
 - Accommodation and transportation follow up upon arrival to airport, from accommodative hotel to game day and drop off to airport.
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- **Receptionist at Markazia Suites, Beirut Lebanon March 2014 September 2016.** Markazia Suites is a 5 star Corporate and Leisure Hotel that aspires to have its guests fully comfortable during their stay benefiting from modern amenities in and outside of the facility.
 - Welcomed guests, in person or through the telephone, answered and referred inquiries.
 - Maintained security by following procedures, monitoring logbook, & issuing reservations.
 - Assisted in reservations, and appointment scheduling with other team members.

Education:

- January 2019 June 2019: Online Wedding & Event Planning Diploma at UK Academy of Wedding & Event Planning Dubai, UAE.
- September 2012 May 2017: International Business at Lebanese American University Beirut, Lebanon.
- September 2008 June 2011: Secondary School at Abu Dhabi International PVT. School Abu Dhabi, United Arab Emirates.

Skills:

- Conducted computer tasks using Opera Reservation System
- Highly advanced skills in Microsoft Office, Visio, Oracle, Mail Chimp, & all Google apps on MAC computers & PC's
- Beginner on AutoCAD & Adobe Platforms.

Languages:

Arabic & English Fluent in reading and writing.

Hobbies & Interests:

Lover of books and all kinds of sports.

References:
Available Upon Request.