

# Yara Tabet

Address: Sukkarieh Building, Main Street, Sin El Fil, Lebanon

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## OBJECTIVE

Looking for an opportunity to gain a valuable experience from a well-developed and influential firm in order to have the competency that will enable me to thrive in my chosen field of work

## EDUCATION

### NDU- Notre Dame University-Louaize

*B.S. in Business Management*

*(Emphasis: International Business Management GPA: 3.19)*

**Zouk Mosbeh- Lebanon**

Fall 2011 – Spring 2015

### Collège Notre Dame de Nazareth–Ashrafieh

*French Baccalaureate, Branch: Scientific, Speciality: Biology*

**Beirut- Lebanon**

Graduated June 2011

## PROFESSIONAL EXPERIENCE

### DHL Global Forwarding -Logistics

**Air Freight Customer service and Operations specialist**

*Negotiating rates and searching for best pricing solutions*

*Following up shipment status (pick up date until arrival)*

*Identifying incidents & finding the appropriate resolution that satisfies the client*

*Maintaining, growing, and building long term relationships with account portfolio*

**Beirut-Lebanon**

September 2017-present

### LCP- Lebanese Cinematographic Productions

**Freelance casting assistant**

*Supervising on casting calls*

*Conducted interviews and participated in the selection process*

*Coordinated costume fitting for background actors*

*Responsible for administrative duties in office*

**Sahel Alma-Lebanon**

October 2016- May 2017

### Hodema, Consulting services

**Analyst - Internship**

*Responsible for conducting data gathering tasks of assigned projects*

*Communicate regularly on new findings and emerging trends*

*Conduct assessment visits and mystery visits*

*Responsible for managing the research records by cataloging, documenting, organizing and updating the data*

*Participate in the develop of the concept such as the market findings, the Client's objectives, his/her knowledge of the local hospitality market*

**Badaro-Lebanon**

May 2016-August 2016

### Allianz SNA

**Internship**

*Learned essential functions of all departments*

*Learned basic insurance terms and practices*

**Hazmieh- Lebanon**

July 2014– August 2014

## MAIN SKILLS AND COMPETENCIES

- Proficient in writing and speaking Arabic, French and English
- Interpersonal Skills – Ability to communicate with people at all levels
- Computer Skills: Ms. Office (Excel, Word, PowerPoint)
- Negotiation skills and Organizational skills developed through academic studies
- Team Work and time management skills

## Academic Awards

Dean's list: Fall 2012, Spring 2013, Fall 2013, Fall 2014

## Extra Curricular Activities

Previous member of Les Scouts du Liban (Troupe 20e, Collège Notre Dame de Nazareth)