

JACK DEEB

Citizenship : Lebanese • Date of birth : 10-01-1985

Contact

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Address

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Profile

Objective

Seeking a career where I can utilize my interpersonal skills in a dynamic multipurpose and professional environment where teamwork, dedication and efficiency lead to progress and growth.

Summary of Qualifications

- ✓ Trustworthy, ethical and discreet, committed to superior customer service.
- ✓ Detail-oriented and resourceful in completing projects and tasks, able to multi-task effectively.
- ✓ Strong interpersonal skills with the ability to influence outcomes and negotiate at all levels.
- ✓ High standards of integrity and professionalism.

Key Skills

Proficient or familiar with:

✓ MS Office

✓ Email Applications

✓ Internet Applications

Education

2005 to 2009

Banking & Finance – International Business Management

NDU, Notre Dame University Lebanon

2003 to 2000

Baccalaureate 2 – Mathematics

Champville High School, Lebanon

Work Experience

Aramex

Operations Manager – Import Export Sea Freight Manager

2015- June 2016

- ✓ Performing and implementing all custom clearance activities such as following upcoming shipment documents transactions and day to day related activities in accordance with the objectives, policies and procedures of the Lebanese Customs.
- ✓ Creating and maintaining a filing and archiving system for documentation pertaining to its company.
- ✓ Examining invoices and shipping manifests for conformity to tariff and customs regulations.
- ✓ Oversee and manage operational excellence for the Sea Freight Operations. To actively engage in operational problems with a view to find workable solutions Principal Accountabilities
- ✓ Advise on key decisions pertaining to the day-to-day activities for the Sea department, consulting with senior management when necessary.

Ets. Raymond Abi Khalil

Full time job

Customs Clearance

January 2009 – 2015

- ✓ Maintaining a good work relation with shipping agencies and different firms dealing with the company.
- ✓ Following up with Operation Department and Clients for reception of complete set of shipping documents for customs clearance purpose.
- ✓ Performing and implementing all custom clearance activities such as following upcoming shipment documents transactions and day to day related activities in accordance with the objectives, policies and procedures of the Lebanese Customs.
- ✓ Creating and maintaining a filing and archiving system for documentation pertaining to its company.
- ✓ Examining invoices and shipping manifests for conformity to tariff and customs regulations.
- ✓ Following up with the Freight Forwarders, couriers and shipping lines for freight quotations and price lists for inbound and outbound shipments.
- ✓ Coordinating with the clearing agents and prepare supporting documents required for clearance such as B/Gs, shipping guarantees requisitions and ensure on time submittal and follow up for immediate clearance .
- ✓ Importing customs exemption documents formats and formalities corroborated that any and all of our inbound shipments are cleared within the given grace period offered by the sea ports in order not to incur penalty payments.
- ✓ Performing other duties related to the job as assigned.

Soul Link – Coffee Shop / Internet Cafe

Full-time job

Owner

March 2004 - January 2009

- ✓ Ensured that users are welcomed, helped and provided with a safe and suitably equipped environment. Maintaining high standards of security within an open welcome service.
- ✓ Provide training and advice on IT and other related matters – for staff and users in a manner appropriate to their age, skill and activity.
- ✓ Review and update internet usage guidelines.
- ✓ Connect, set up and check pcs and peripherals for normal operation.
- ✓ Perform routine maintenance tasks including installing basic software packages and setting common options, run basic checking of networked pcs.
- ✓ Maintain the internet café's internal network and website.

Al Ahli International Bank, Jdeideh

Internship

Trainee

February 2004 - June 2004

- ✓ Provided extraordinary service to all clients. Represented the bank in a courteous professional manner at all times.
- ✓ Provided prompt, efficient, and accurate service in processing transactions and answering questions in person and over the telephone.
- ✓ Uncovered sales opportunities and educated clients about product and service alternatives.
- ✓ Processed and settled transactions in an accurate and efficient manner
- ✓ Assisted in running day to day business and get increasingly involved with building client relationships, helping to maintain sales strategies and reaching targets.

Ruby Night Club – Mono street Lebanon

Full-time job

Shareholder / Partner

January 2002 – February 2004

- ✓ Public relations
- ✓ Involved in hiring staff & lead the daily briefings to ensure top- notch service and warm comfortable atmosphere.
- ✓ Using innovative ideas to make special deals/offers to attract and generate business internally & externally.
- ✓ Preparing duty roster of staff
- ✓ Set – up excellent rapport and strong communications skills through my direct interaction with customers / clientele and provided quality service in a short span of time.
- ✓ Handled the cashier whenever needed.

| Activities and Interests |
|--------------------------|
| ✓ Hunting |
| ✓ Basketball |

| Languages | | |
|-----------|---------|--------|
| Arabic | English | French |