

Curriculum Vitae

Name: Malek El Labban

Nationality: Lebanese

Phone Number: +96171034719

Date of birth: 06/03/1989

Email: malek.labban@hotmail.com

Education:

University degree in business administration 2014 graduate

High school degree in sociology and economics 2008 graduate

Employment history:

2014 till date

VFS Global (Beirut, Lebanon)

As a Team Leader in VFS Global i earned lots of skills that made me gain professional experiences concerning the visa procedures and Leadership, customer services and customer satisfaction. I am able to:

- ✓ Interact in a professional way with variety of customers
- ✓ Multi-tasking
- ✓ Accountability: being responsible
- ✓ Data entry
- ✓ Confidentiality of information
- ✓ In contact with Embassies and Consulate

Position: Team Leader

Skills Acquired: improving work knowledge and customers relations,

Building a strong work with colleagues through communication and improving teamwork, better situational awareness and dealing with problems and challenges on the spot, fast service recovery and dealing with customers complains.

Languages:

English (reading, writing, speaking)

Arabic (reading, writing, speaking)

Additional skills and qualifications:

Computer skills (word, excel, powerpoint, exchange, outlook)

Leadership, Customer Service.

Personal interests:

Fitness, general outdoor activities.

Career objective:

To find a challenging opportunity to meet my competencies and expand my capabilities, knowledge, skills and experience.