

CURRICILUM VITAE

Habib Saad

Fathers' Name: Antoine
Mother's Name: Marie Howayek
Nationality: Lebanese
Birth Date: 17/8/1981
Marital Status: Married

Objective Looking forward to acquire a new experience as a member in your team Work.

Qualifications - Excellent communication skills & good leadership quality.
- Capability to adapt in team work & multi cultural environment.
- Unlimited learning ability.

PROFESSIONNAL EXPERIENCES:

Middle East Airline Ground Handling (MEAG): Handling Passenger and Their Baggage: Passport Validity, Visa Validity, Checked Baggage, Directing and Help Passenger, Boarding for Passenger, Safety and Security Airplane (May.2008-Feb 2019)

- Customer service and public relation
- Ensures the preparation of departures gates concerning the functioning and tidiness of the equipments and availability of necessary documents.
- Ensures that FIDS show correct flight information and the operating aircraft was physically in the assigned parking position.
- Verification of passenger documents when requested.
- Controls Cabin baggage.
- Ensure that all accepted passengers on that flight had boarded the aircraft prior to Estimated time of Departure (ETD), and prepares stats of flight.
- Meets politely the passenger and facilitates their check-in process.
- Provides the passenger with the necessary information for trip.
- Implements security questions and procedure.
- Matches/checks passengers' documents and reservations, as per carrier's procedure and regulations of country of origin, transit, and destination.
- Sign cedar invitation card for special Passengers, F/C, J/C, and Frequent Travelers.
- Handles misconnected and or delayed flights passengers and deportees.
- Fills up related forms and make sure to send their relevant messages.
- Controls Special Care staff attendance on incoming flights.
- Makes sure that all transit passengers (on-line/interline) are processed on the DCS and their baggage are secured to the next destination.

TOIFOR International (Global Life Support Services): Performing supervision on service quality, follow ups on subcontractors, managing work groups, building client relations with the UNIFIL (May – Aug. 2007)

- Coordination with the executive director in all camps of the UNIFIL
- Problem solving to all issues related to the employees

LAGUAVA Resort Security Supervisor: Handled LAGUAVA guest's entrance and public areas in term of inspection, Supervising customers, Controlling accidents, Forbidding stealing items, Fixing problems, Insuring security, Checking all incoming cars and persons using some equipments (2005-/2007)

Cavalli net café: (Internet and games café): Manager and Supervisor (2005-2007)
(As a partnership)

COSMOS insurance: Training for 3 months in all the company's departments, and mainly in "Public Relations" department
(Sep. 2004 – Feb. 2005)

Virus 2000 Computers: Sales and Repair,
Repairing hardware, installing software, selling parts (Feb. 2002 - Nov. 2003)

ACADEMIC BACKGROUND:

BCU University: BA in Business Computer (2002 – 2005)

KAFAAT - Ain Saade: Electronics (2001 – 2002)

Lycée Culturel: Experimental Sciences (1999)

LANGUAGES:

Arabic, English & French: Fluent

COMPUTER SKILLS:

Programming Windows Software: Java, HTML, Oracle, Word, Access, Excel, PowerPoint, Omega, Penguin.

Hardware: Repairing

Airport programmes: GAETAN, CLF, AMADEUS, and ALTHEA

ACTIVITIES: Sport, fishing & music.

ADDRESS: Zouk mosbeh versus the spiritual Maronites court
Keserwan - Lebanon

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REFERENCE AVAILABLE UPON REQUEST