



GHAITH ZAYANI

SUMMARY

To seek employment related for my work experience and qualification suitable, also to use my knowledge and skills to work for the enhancement of the skills while developing my career path. My career goal is to reach a higher position, for a better use of my experience and to add value to the company.

PERSONAL INFORMATION

ADDRESS

Doha, Qatar

PHONE

+974 5068 4647

Contact No:

+974 33098203

EMAIL

gaithzayani995@gmail.com

STATUS

Single

Tunisian

PERSONAL SKILLS

Serious
Motivated
Leader
Creative
Go-getter



SKILLS

Professionals
Ms Office
Communications
Commercial
Management



LANGUAGES

Arabic
French
English



PROFESSIONAL EXPERIENCE

Customer Service Representative - Ooredoo

Oct 2021 - Up To Date

Doha ,Qatar

- Provide appropriate solutions and alternatives within the time limits
- follow up to ensure resolution
- Keep records of customer interactions
- Take the extra mile to engage customers.
- Process customer accounts and file documents.
- Handle customer complaints

Accountant – Accountant Collection Al Manar

Oct 2019 – March 2021

Tunis, Tunisia

- Preparing accounts and tax returns.
- Monitoring spending and budgets.
- Auditing and analysing financial performance.
- Financial forecasting and risk analysis.
- Advising on how to reduce costs and increase profits.
- Compiling and presenting financial and budget reports.

EDUCATION

- ❖ Baccalaureate in economics and management 2016
- ❖ Applied License Business Administration : Financial Accounting, Higher Institute Of Technological Studies Of Kef, Tunisia (ISET) 2020