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MAZEN A. KHATIB

Objective

Obtaining a position in a dynamic educational workplace that combines with my field of studies, while offering my profession the greatest possible care, honesty, and hard work for the aim of achieving prosperity and growth.

Personal Information

Nationality : Lebanese
Date of Birth : 18/6/1984
Gender : Male
Marital Status : Single
Number Of Dependants : Zero

Work Experience

FIELD OF EDUCATION

- **AUG 2019 – PRESENT:** Head of Mathematics Department at AL MANAR MODERN SCHOOL – AMS.

Description: Mathematics Teacher for grades 12-LS – GS - SE. Coordinating Elementary, Intermediate, and Secondary Levels. Managing and directing the mathematical department. (Number of Staff – 15). Implementing yearly plans - Managing tuitions on the attributes of modern learning and tutoring skills – Managing the SAT club – Follow up of course preparation for all classes and levels – Implementing a systemic work process within the mathematic department. Following online Sessions & Preparation. Implementing the most efficient procedures for online learning.

- **JULY 2017 – JULY 2019:** (Head of Mathematics Department) Mathematics Coordinator and Teacher at SAINT JOSEPH SCHOOL.

Description: Mathematics Teacher for grades 9 and 12-LS. Coordinating Elementary, Intermediate, and Secondary Levels. Managing and directing the mathematical department. (Number of Staff – 9). Implementing yearly plans - Managing tuitions on the attributes of modern learning and tutoring skills – Follow up of course preparation for all classes and levels – Implementing a systemic work process within the mathematic department.

- **AUGUST 2016 – AUGUST 2018:** Mathematics Teacher at GIS – GRAND INTERNATIONAL SCHOOL.

Description: Mathematics Teacher for grades 9 and 11. (15 – working hours)

- **AUGUST 2012 – PRESENT:** Director and Mathematics Teacher at GATEWAY TUTORING COLLEGE (G.T.C.) for Tutoring Services: All subjects & all classes – Choueifat – Saray Street – Near Municipality. (www.gatewaylb.com)

Description: Managing all tasks relevant to the college. Teaching Mathematics for grades 9 to 12 (GS – LS – SE) plus university level. GTC has guaranteed 100 % success for official students (Brevet & Terminal Classes) during 2013-2014 & 2015-2016. Preparation of Exams, Summary Materials, and lesson plans in Mathematics for all teachers and Classes.

- **MAY 2007- MAY 2009:** Math Coordinator at (PPP Project) - Private Public Partnership between SABIS and the Ministry of Education in United Arab Emirates. Plus Mathematics Teacher for grades 10 and 11 at SABIS- AL AIN.

[SABIS= Saad And Bustany International Schools].

Description: I was responsible for implementing a new Mathematics curriculum inside governmental schools as part of the PPP project issued between SABIS and the United Arab Emirates Government.

In Addition to focusing on education materials and coordination in PPP Project , I used to teach Mathematics for grades 10 & 11 at SABIS – AL AIN. I hold a certificate in Mathematics coordination from SABIS.

- **OCTOBER 2002-JULY 2007:** Part time Job as a private teacher

Description: This work has been my part time job for five years while continuing my university degree. I used to teach students ranging from grade 7 to grade 12 in various materials including Mathematics, English, Chemistry, Physics, Biology, and Arabic.

FIELD OF MANAGEMENT

- **MAY 2010 – FEB 2012 :** System Auditor & Property Manager at Aal Mir Group Of Companies. [Dubai – United Arab Emirates].

Description: Business Development planning and Quality Management. The system of all the Group was under my direct management, maintaining ISO & HACCP standards, assuring a systematic environment, and continuous work on the development of the system and procedures in all departments and companies within Aal Mir Group. Besides, I was also in charge of all properties relevant to the owner & the company (managing the revenues in the real estate market, leasing properties, sales agreements, tenancy contracts, study of market...etc.).

- **JUNE 2009 – MARCH 2010:** Assistant Manager at Omar Ali Balsharaf Group [SWEET HOUSE FACTORY] [Dammam, KSA]

Description: I was in charge of monitoring all operations in various departments including production, marketing, finance, purchase, human resources,...etc assuring that all processes yield the required target . I did have direct interference in Import & Export, Logistics, Dealing with customers, Product Development, production, system analyzation, ...etc. The factory is a confectionary manufacturer producing Toffees, Lollipops, Bubble Gums.

- **FEBRUARY 2004-JANUARY 2007:** FEBRUARY 2004-JANUARY 2007: Three years Personal Assistant to CEO at KOBAS GROUP [Chamsine Bakery] [Beirut- Lebanon].

Description: I used to provide administrative support to the Chief Executive (owner), ensuring that all job responsibilities are undertaken in a manner which provides high quality, timely and appropriate service and support to clients (internal and external), service providers and colleagues. This is an addition to follow up on shipments, placing orders of raw materials, following up production capacities, auditing all invoices and financial documents and following up money transfers to assure that all financial processes are appropriate and adequate.

Education

- **2008:** Finished 1st year MBA in General Management in Arab Open University in Bahrain.
- **2007:** Bachelor Degree in Business Administration (Systems) at Arab Open University (Affiliated with the British Open University).
- **2004-2007:** Studied 3 years pure Mathematics at Lebanese .
- **2002:** General Science Degree from Le Lycee National School.
- **1998:** Brevet Degree from Le Lycee National School.

Certifications & Accreditations

- **SEPTEMBER 2007:** Certificate Of Achievement of Mathematics Coordination Concepts (SABIS-UAE).
- **SEPTEMBER 2007:** Certificate Of Achievement For Continuing Training Courses In The Field Of Coordination and Student Concepts (SABIS-UAE).
- **MAY 2007 :** Certificate in Accounting (Arab Open University).
- **OCTOBER 2001:** Certificate in French Language from "Centre Culturelle Francaise"

Other Activities & Achievements

- **Author of Infinity Series in Mathematics for grades 3, 4 , 5. (Practice Workbook).**
- Member of the founder Committee of Student Affair Club at the Arab Open University.
- Member of Le Lycee National post graduate Committee.
- Previous representative of Le Lycee National School in a TV program of general knowledge. (Tele Liban Television).
- Previous representative of Le Lycee National School in a meeting with the lebanese president's wife Mona El Hrawi.
- Representative of the Arab Open University in an academic meeting with the British Open University representative (Academic Coordinator).

Publications

Social and Scientific essays in both Arabic and English Language in the University Newsletter (Child Labor, **يدا بيد لا للعنف** , ... etc.)

Computer Skills

- Experienced PC user, familiar with Microsoft Office (Word, Excel, Powerpoint...), Outlook and Internet.

Languages

- English: Excellent (Both written and spoken).
- Arabic: Excellent (Both written and spoken).
- French: good (Both written and spoken).

Strong Personal Qualifications

- ✚ Teamwork
- ✚ High communication skills
- ✚ Management
- ✚ Reliability
- ✚ Honesty
- ✚ Responsibility
- ✚ Leadership

Interests

- ✚ Social Activities
- ✚ Reading and article writing
- ✚ Basketball
- ✚ Ping-Pong

References

All reference documents can be submitted when requested.