

# Samer Zgheib

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## Education

<b>Edde Technical Institue</b> , Edde-Jbeil	2013-2015
TS2 Topography	
<b>Dekwaneh Technical Institue</b> , Dekwaneh	2015-2016
Lisence LT Topography	

## Miscellaneous

<b>Syndicate of topographies – Lebanon</b>	14/11/2018
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## Experience

<b>Real Estate Agent</b>	2018 - Present
JSK Real Estate, Jbeil agency	
<ul style="list-style-type: none"><li>• Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms.</li><li>• Determine clients' needs and financials abilities to propose solutions that suits them.</li><li>• Display and market real property to possible buyers.</li><li>• Prepare necessary paperwork (Contracts, leases, deeds, closing statement ...)</li><li>• Maintain and update listings of available properties</li></ul>	
<b>Draftsman</b>	2017-2018
SECI Engineering, Jal El Dib	
<ul style="list-style-type: none"><li>• Designed plans using computer-aided design and drafting (AutoCAD) software.</li><li>• Worked from rough sketches and specifications created by engineers and architects.</li><li>• Added details to architectural plans from my own knowledge of building techniques.</li><li>• Worked under the supervision of engineers and architects.</li><li>• Completed civil drawings such as steel rods implantation and civil guiding plans.</li></ul>	
<b>Surveyor Assistant</b>	2014-2017
Carlos Khalil, Jbeil	
<ul style="list-style-type: none"><li>• Prepared and maintained sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.</li></ul>	

- Verified the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Recorded and calculated the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- Prepared or supervised preparation of all data, charts, plots, maps, records, and documents related to surveys.

**Supervisor**

2016-2017

Cake Bake, Amchit

- Communicated with guests and employees using a positive and clear speaking voice, listened to and understood requests, responded with appropriate actions and provided accurate information.
- Ensured that all steps of services as outlines in training materials are being followed on a daily basis.
- Worked in customer service and interactions

**Cashier**

2015 - 2016

Burger King, Mastita

- Handled cash transactions with customers using cash registers.
- Resolved customers complains, guided them and provided relevant information.
- Greeted customers when entering or leaving establishment.
- Pleasantly dealt with customers to ensure satisfaction

**Skills**

- Can operate AutoCAD (Autodesk), Civil 3D, Land Desktop, GstarCAD, Microsoft Office: Word, Excel, Powerpoint.
- Can communicate well orally and written in Arabic, English and French.
- Flexible worker, can adapt quickly to new tasks given and complete them efficiently.
- Good listener, understands the needs, demands of the job.
- Ability to work effectively in a team setting, and motivate the team to greater success.

**References**

Carlos Kalil: 70633500

SECI: 71523238

Cake Bake: 03131707