

Email: zaferlabban@gmail.com

Mobile Number: 03-129368

CAREER SNAPSHOT

- Specialized in Audio Editing, Sound Dubbing, A/V synchronization and capture using the following systems: Protools, Soundscape, Sound Forge & House Multimedia sound system editing.
- IT support and maintenance.
- Office management.

KEY COMPETENCIES

Management Knowledge	Planning/Organizing	Sales
Data Entry	Negotiation	
IT/Hardware	Consultation	

Languages

- ❖ Arabic - Native
- ❖ English – Proficient

CAREER HIGHLIGHTS – IT, Management & Sales

Data Entry & Filing– AUB - From 2019 to 2020

Key duties: Data Entry & Filing of all invoices and financial paperwork for the AUB's Cashier's office.

IT Coordinator – Tamkeen Sustainability Advisors - From 2012 to 2013

Key duties: Problem solving and maintaining full functionality of the systems network.

IT Coordinator – Super M Productions - From 2011 to 2012

Key duties: Problem solving and maintaining full functionality of the systems network.

IT Coordinator – Fakhoury Motors - From 2005 to 2006

Key duties: Problem solving and maintaining full functionality of the systems network.

Sales and computer maintenance – RECO Homeline - From May 2003 to June 2004

Computer and audio video equipment sales.

Stock Control and data entry – Abdul Rahim Diab Est. - From February 1998 to May 1998

Data entry, Stock Control & IT department. (Responsible for sales information storing and backup).

Zafer Labban

Email: zaferlabban@gmail.com

Mobile Number: 03-129368

CAREER HIGHLIGHTS – Media

Production Director – Safe Media production house - From 2015 to 2018

Key duties: Casting, Sound Dubbing, Recording and Operation Management

Production Director – Super M Productions- From 2011 to 2012

Key duties: Audio Editing and Dubbing

Dubbing Executive Director – Arriham Production- From 2007 to 2009

Audio editing & dubbing / Audio & Video Capture / System Maintenance / Casting Coordinator.

Dubbing Executive Director – Image Production House- From 2006 to 2007

Key duties: Audio Editing and Dubbing.

Dubbing Executive Director – Tania production- From 2000 to 2001

Key duties: Audio Editing and Dubbing.

Education & Training

Diploma (Dropout) from AUL University in Computer Communication –2006

Technical Baccalaureate (BT3) from CEC in Computer Programming -2001

Recommendation (Professional Training) from Future News in Production Assistance –2009

Recommendation (Professional Training) from Lebanese Army in Data Entry–2001

Recommendation (Professional Training) from Abdul Rahim Diab EST in Data Entry –1998

