

Paul Moutran

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Personal Profile I am a flexible and an experienced person, been working within the hospitality & business field for more than 10 years. I am an enthusiastic organized and a friendly person able to work under pressure and handle responsibilities. I have a creative and dynamic personality that qualifies me to meet new opportunities and approaches. I have a degree in Business and Hospitality administration. I work using my initiative and experience and I am able to communicate with people at all levels.

Objective Obtain a position in a company where I can gain experience and maximize my management and leadership skills, and focus on my career development in a new environment.

EDUCATION Degree in Business and Hospitality Administration

EXPERIENCE **Hult Prize Lebanon – Beirut (Temporary Contract – 6 Months)**

I was working in a non-profit entrepreneurship and a start-up accelerator project as an Office Manager, duties did include:

- Assist the other team members in working with Planning, Designing and executing events and drafts to develop sustainable agreements and contracts the company with partners and sponsors.
- Research for legal firms and communicating with other public entities and institutions for update matters.
- Recruitment and maintain staffing, selecting and training newcomers and finalizing their packages and contracts.
- Maintaining Weekly and monthly Payrolls, data, invoices and receivables from Partners.

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- Write documentations and contracts and internal policies that comply with the operation and with the flow of the business, review policies and adjust them.
- Reach out, search, and meeting potential new business partners, carry out the negotiations and file POC's and suggested offers.
- Filing and archiving records, personal filings and data keeping, Survey and business analysis book keeping.
- Support office members with logistical supplies and needs, ordering stationary and needed equipment's.
- Supporting office members with organizing and contributing with internal team and company operations.
- Target, meter, balance , and maintain data for monthly financial budget and payments
- Contribute with the team to accomplish targets and tasks with other team members where support is needed with special projects.
- Arrange and manage meetings and events. Taking care of the banqueting & logistics of these events with their deals and documentations.
- Supervising, monitoring and mentoring the work staff and project participants

StayBridge Suites Hotel Beirut

I was employed at a 5 stars hotel as a Night supervisor (in charge) for 8 months months. Duties did include

- Taking care of the hotel as a whole.
- Checking and recalculating functions and financial transactions.
- Surveying and applying security measurements, policies and applying on daily basis.
- Supervising operation and requests, training night staff on several security measurement in case of emergencies.

Crowne Plaza Hotel - Beirut

- Worked as a Front Office Receptionist. Allocated and managed guest names and profiles that are forwarded to the General Security and governmental authorities.
- Handled the operational tasks related to Club lounge such as VIP guests arrangements, club floors, and suites.
- Implemented my knowledge and experience on duty in order to maximize and achieve customer satisfaction.
- In Charge of Maintaining a smooth shift and be in charge on guests arrivals and departures. Handle emails, phone calls and incoming requests and operation between several departments.

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Rotana Gefinor Hotel - Beirut

- Completed a Internship of 60 hours at the Front office department, that was applied for by myself.
- Front office Training was focused and formed in a way to install an elite greeting and welcoming for the guests.
- I assisted Front office and reservation departments for the daily arrival guests as well as group and corporate reservations.
- Participated in hotels meetings and company updates.

Holiday Inn Hotel - Beirut

- Completed a Training for one month that I applied for contagiously as a part of my personal career development.
- Supported and trained on Check in and check-out standards , guest arrivals and departures , Inventory availability , shifts tasks and loyalty programs.

Grand Hotel Kadri - Zahle , Lebanon

- Did a Training at the Kitchen for two weeks at the F&B Department in order to utilize my experience and knowledge about sub- departments in the kitchen and their roles.

Other Work Experience

Grand Cappuccino Cafe and TSC Signature Store - Beirut

- Worked as a cashier and supervised financial transactions and account balances on shifts.
- Secured financial operations in a well-established and organized workplace in order to maintain stable and accurate operation that will result a good knowledge in the field of finance.

McDonalds : McCafe - Zahle , Lebanon

- Position as McCafe Barista training is to ensure and master customer satisfaction as a primary goal, along-side preparing coffee oriented drinks, and applying cost-cutting engines to improve productivity and evolution.

Massabki Hotel - Zahle, Lebanon

- Worked as an assistant Chef in the Kitchen and utilized to improve F&B Knowledge.

Cherry & Lime Pub & Bar

- Worked as an assistant Chef during happy hours and as a Bartender after hours and fueled a good knowledge about alcoholic drinks.

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Awards	<p>Employee of the month for January 2014 at Crowne Plaza Beirut</p> <p>Participation Certificates</p> <p>Red Cross training participation Certificate</p> <p>KHDA (Dubai - Governmental Bureau) Digital Marketer - Google Certified: GDN, SEM, SEO, Digital CRM, Facebook & Google Ads, CRO.</p>
Skills	<p>Software Skills: Familiar with Dolphin, Omega , Opera ,Pixel-Point , Panda, PMS, and holidex</p> <p>Languages: Arabic , English , Armenian .</p> <p>Microsoft office: Word, Excel and power-point.</p> <p>Hobbies: Cooking, Drawing, Music & audio production, Camping, Hiking, Climbing, Reading, Volunteering.</p>
References	References are available upon request.