

NOOR KOROK

Choueifat- Lebanon

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OBJECTIVE

Seeking to start my career in a challenging environment that offers advancement and effective utilization of my skills; specific areas of interest include human resource management

EXPERIENCE

Gefinor Rotana – Beirut, Lebanon

November 2017 – February 2018

Engineering Coordinator

- Coordinated the renovation project for the Hotel
- Dealing with suppliers to coordinate dates and deadlines
- Initiating material orders through FBM system
- Keeping track of costs to remain within the budget
- Using Opera software for checking rooms status
- Using HR system to track department employee attendance

Le Bristol Hotel – Beirut, Lebanon

October 2016 – April 2017

- Taking guest room service orders over the phone
- Handling lunch reservations
- Preparing tables as per etiquette
- Worked as a bartender preparing cocktails and welcome drinks

EDUCATION

AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY (AUST) – Beirut, Lebanon

Bachelors in Human Resources Management

Expected Graduation: March 2018

Green Space School – Choueifat, Lebanon

Lebanese Baccalaureate Part II - Life Sciences

Graduated: June 2014

PERSONAL SKILLS & TECHNICAL ABILITIES

- Fluent in English and Arabic
- Proficiency in Microsoft word, Excel, & Power Point
- Reliable with customers (Sociable)
- Time efficient
- Team Player
- Cash & Money Handling
- Took Customer Service Courses

PERSONAL INFORMATION

- Date of Birth: July 27, 1996
- Nationality: Lebanese

REFERENCES

- References available upon request