

Siba Mostapha

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Profile

Hard worker, proactive, patient, very serious, I take into consideration other opinions, strict in work, organized, into the group work.

Education

- **2012 – July 2015**
Saint-Joseph University – Mar Roukoz, Mkalles
Studied Hospitality and Tourism Management
- **1997 - 2012**
Collège Notre Dame Des Apôtres - Kab-Elias, Bekaa, Lebanon
Graduated from the Philosophy section at the Lebanese Baccalaureate.

Work Experiences

▪April 2017 – Present: Ghia Holding SAL

Reports Analyst – Finance Department

- Preparation of stock variation reports for all outlets, warehouse and central kitchens.
- Preparation of summary purchases reports in addition to the ratio over sales for all outlets.
- Preparation of the theoretical cost report per outlet.
- Helping in end of month closing procedures.
- Helping the cost controller in all tasks when needed.
- Preparation of the summary report for voids, discounts, wastage, free items and tracking them.
- Assist the financial analyst in the menu engineering.
- Assist the financial analyst in all reports related to food cost and other costs.
- Assist the financial analyst in ratios calculation and reporting

▪ **January 2016 – April 2017: Al Rifai Roastery SAL**

Foreign Purchasing Assistant

- Tracking shipments to avoid shortage in stock and delay in production.
- Intensive follow up with forwarders to release shipments without incurring any extra expenses resulting from the delay in presenting original documents.
- Fixing the cost lead to increase sales revenues of the finished produced.

As procurement:

- Coordinating with various departments (warehousing, production and sales)
 - Contact suppliers based on crop availability.
 - Confirm contracts and schedule shipments.
 - Implementation of purchase invoices to issue cost report.
 - Arrange marine insurance policies.
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Certificates

- **Certificate of Completion: MFI Move Forward International**
 - Selected IFRS Standards Workshop
 - Consolidated Financial Statements Workshop (IFRS Selected Standards)
 - Lebanese Income Tax Workshop
 - **Certificate of Attendance: Morgan International** Investment Decisions Workshop
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Internship Experiences

- **April – June 2015**
Managerial Intern at L'Atelier restaurant USJ: Supervisor Intern.
- **February – April 2015**
Managerial Intern at Hilton Hotels & Resorts Beirut: Finance Department
 - Worked as a receiving, store keeper and purchasing.
 - Worked as an account receivable, income auditor, account payable.
- **July – September 2014**
Intern at L'Atelier Restaurant USJ – Kitchen staff
- **April – June 2014**
Intern at Mövenpick Hotels & Resorts Beirut: Front Office Department
 - Operator Agent – Guest Relation.
 - Reception Agent.
 - Concierge Agent.

▪ **February – March 2014**

Intern at Le Gray Hotel Beirut: Finance Department – Cost Controller and Purchasing

- Prepared and discussed the daily food and beverage cost.
 - Managed and fixed the menu selling price for both food and beverage.
 - Made spot check for the stores.
 - Made the inventories.
 - Worked as a buyer and store keeper.
 - Registered all the purchases on the system.
 - Communicated with several suppliers.
- ❖Received the title “Trainee of the month” after my training at Le Gray.

▪ **February – March 2014**

Intern at Le Gray Hotel Beirut; Housekeeping Department: housekeeper, supervisor, operator and laundry.

▪ **July – September 2013**

Intern at L’Atelier restaurant USJ and Le Phenicien – Sin El Fil (5 stars restaurant):
Waitress.

Languages

- **Arabic:** Native language
- **French:** Fluently written, spoken and read
- **English:** Fluently written, spoken and read

Skills

Technological skills: Microsoft Office (word, excel, power point) – Opera System – FBM
. System – Protel– Sun System – POS– Navision Dynamics– ACE System

Hobbies

Reading, watching movies.

References

Available upon request