

# Farah Abdel Wali

Date of Birth: 15/04/1992  
Nationality: Lebanese  
Gender: Female  
Marital Status: Married  
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## Work Experience

### Cisco Sales Coordinator

Nov 2017- August 2018

Logicom-Sin El Fil, Lebanon

- In-charge of placing orders with the vendor
- Arranging product shipment to Lebanon, and following up on the delivery.
- Handling the invoice process for the Partners
- Preparing the weekly sales forecast for the vendor
- Preparing the monthly provision report
- Handling ERP system operations ( Microsoft Navision)

### Guest Relation & Reception agent

May 2015 –Nov 2017

Lancaster Plaza Hotel – Beirut, Lebanon

- Provide professional and high class guest service experience.
- Actively listen and resolve guest's complaints.
- Oversee and coordinate all arrivals and departures of special guests.
- Promote all amenities, conveniences and programs offered.
- Greet arrival guests, issue keys, collect payment and billing information.
- Coordinate with housekeeping, bell service, staff and management to fulfill guest's requirements.
- Assist guests with transportation, entertainment and restaurant reservations.

### Guest service agent

Oct 2011 – June 2012

Movenpick Hotel & Resort – Beirut, Lebanon

- Answer external and internal calls.
- Handle or/and transfer guest's requests.

### Saleswomen

Oct 2010 – May 2011

Market Place Mall – Beshamoun, Lebanon

- Sell cosmetics products

## Education

### BS Business Management Degree

Oct 2011 – Jan 2015

*Arab Open University – Beirut*

### One year hospitality management

Oct 2010 – June 2011

*American University of Science and Technology – Achrafiyi*

### High School Diploma Sociology and Economics

June 2010

*Maroun Abboud Official high school - Aley*

## Computer Skills

MS Office (Word, Excel, PowerPoint) - Opera System – Microsoft Navision

## Languages

English: Fluent / Arabic: Fluent

## Interests

Jogging – Cycling - Traveling.

## References

Available Upon Request