

## SANDY GHOUSSOUB

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## Personal Attributes

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- Goal-driven person who maintains a productive climate and confidently motivates, mobilizes, and coaches coworkers to meet high performance standards.
- Results-driven achiever with developed planning and organizational skills.
- Problem-solver who can generate workable solutions and resolve complaints.
- Team player who excels at building trusting relationships with customers and colleagues.
- Listener and communicator who effectively conveys information verbally and in writing.
- Analytical thinking with demonstrated talent for identifying, improving, and reforming complex work processes.

## Career History

### - November 2017 - February 2019: Le Bristol Hotel

Event Sales Manager

- Track daily sales and advance deposits
- Follows up on clients' inquiries and requests
- Produce and manage sales based on leads via incoming phone calls, email inquiries, telemarketing, mailing, networking
- Approve the Banquet Event Orders
  - Arrange and conduct tour of the house visits for all prospective business opportunities.
- Meet and arrange agreements with Event Planners
- Attend and supervise specific events as required and ensures the presence of the sales team onsite
- Ensures presentation standards are met during the events

### - February 2017 – November 2017: Spectrum Digital SAL

Personal Assistant to CEO:

- maintain CEO's schedule
- attend meetings and take minutes
- keeping the company's legal documents up to date
- organize and help achieve any new project that may arise
- keeping CEO's personal investments up to date
- liaise with different departments to facilitate execution and delivery of projects.
- filing and organizing all the personal and professional documents of the CEO in Spectrum as well as all the other companies the CEO is involved in.
- conduct market research when required in different domains and fields.

### - April 2007 – January 2017 : Owner Supervisory Board – Ministry of Telecommunications

Coordinator of the Legal department: Processing and following up contracts submitted for prior approval. Assisting the head of the Legal department in all matters having legal aspects. Keeping accounts of the OSB.

- **June 2008 – December 2012 : MakLaw - Lawfirm (part time)**

Program Manager: Setting up and launching of the new law firm in Beirut and its subsidiary in Dubai. Establishing a work frame and ensuring a coordination between the two entities. Keeping the financial for the partners and the escrow accounts for the law firm's clients.

- **March 2005 – March 2006:**

Freelance beautician and cosmetics expert

- **February 2004 – February 2005 : Balilas Restaurant**

Restaurant manager:

- overseeing the efficient running and profitability of the restaurant
- Managing stocks
- Recruiting, training and supervising staff
- Planning and changing menus
- Ensuring compliance with, hygiene, health and safety legislation/guidelines
- Ordering supplies
- Handling customers complaints and remarks
- Problem solving
- Preparing and presenting all reports related to the management of a restaurant (staff, sales, stock etc.) - Making improvements to the business and developing it.
- Liaise with kitchen and floor staff, liaise with suppliers and customers
- Making sure the maintenance is being done properly and in a timely manner. - Handling administration and paperwork

- **June 1997 – February 2004 : Centre Mont La Salle, Ain Saadeh**

Executive Assistant and Accountant: In charge of the accounting and purchasing at the club and swimming pool's restaurant. Managing the day to day contacts at the equestrian club. Keeping the accounts of the health club "Vitalium". Keeping the accounts of the FLB "Fédération Libanaise de Basketball". Assisting the CEO in all administrative matters. Organizing events.

## Education

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- MILO – Institut Milo – Beauty expert – 2005 – 2006
- USEK – Université Saint Esprit (Kaslik) – Management – 1999
- Mont La Salle Technical school – Sciences Commerciales – 1994 – 1997

## Skills and Interests

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- Languages: Fluent in Arabic, French and English
- Computer skills: Proficient in MS Office, F&B operating systems, Internet browsing and social media.
- Interests: Reading, Cooking, Music, Camping, Swimming, Cosmetology.