
Dears,

Please find here below my resume for your review.

The enclosed curriculum vitae describes my education and qualifications.

I am currently unemployed and looking for a job, thus I am willing to use my knowledge, my experience and all my skills for advancement in order to attain challenging position with the opportunity for a career growth.

Throughout my experience, I was able to acquire many qualities. Such qualities include a thirst of new challenges, fascination with change, creativity and a passion for excellence. I hold BA in "Hospitality Management & Tourism". In addition, I had supplemented my education with courses and achieved the AHA certificate.

For the past years, I had worked in different types of businesses. I had gained experience in HR, administrative assistance and customer's services, and sales.

I thank you in advance for considering my application & I would very much like an opportunity to meet with personally to discuss my candidacy further.

Sincerely,

Samia Charbel

Objective To seek placement within a multinational, reputed organization, with an opportunity to implement my experiences, techniques and strategies to ensure consistent business growth of the organization I work for and good growth of my career

Personal Profile

- ☐ Reliable, patient and result oriented with a clear vision
- ☐ Proactive with outstanding communication, presentation
- ☐ Active team player
- ☐ Creative & innovative personality & skills
- ☐ Ability to work under pressure
- ☐ Time management, self-motivation, solving problems
- ☐ Linguist: French, Arabic and English
- ☐ Leading & dealing effectively with people at all levels

Professional Experience

April 2nd 2018 till February 15th 2019

The Bridge- Beirut - Lebanon

Company Profile:

- ☐ **The Bridge** founded in 2017. Beirut Business Center's world-class entertainment complex at Beirut.

Previous Position: Receptionist

- ☐ Welcoming customers
- ☐ Handling calls and emails and liaising with clients
- ☐ Organizing meetings

Previous Position: HR and office administrator

- ☐ Was posted to the position after few months
- ☐ Making travel arrangements
- ☐ Customers' services
- ☐ Payroll, payslips, NSSF
- ☐ Filing employees' related documents
- ☐ Updating company employee database
- ☐ Providing support for other departments
- ☐ Tracking stationeries

February 2nd 2018 till February 28th 2018

ESCWA - Lebanon

Job Profile: Security Officer - UNSSS

- ❑ Responsible for the following duties:
 1. Provide security coverage at entry points throughout the United Nations premises and at the annex buildings to prevent entry to unauthorized persons and the unauthorized removal of UN property;
 2. Screen all personnel, packages and vehicles entering the premises including clearance through metal detectors and by use of x-ray equipment;
 3. Conduct exterior, garage, garden and watch-tour patrols within the Headquarters district and at the annex buildings for the purpose of intercepting unauthorized persons attempting to gain entry to the premises;
 4. Provide information and directions to all persons associated with the Organization, including visitors;
 5. Control, identify and clear pedestrian and vehicular traffic entering and exiting the premises;
 6. Maintain log books and records as required;
 7. Maintain alertness for any potential or actual breach of security and any disturbance or unusual activity and report these and all security, fire, and safety violations to the Security Control Centre;
 8. Ensure that all UN property being carried from the complex is checked for appropriate documentation;
 9. Perform other related duties as assigned.

March 1st 2017 till December 31st 2017

Liqaa Hotel – Rabwe - Lebanon

Job Profile: Operation Event Manager

- ❑ Supervising a team of 10 employees
- ❑ Looking for deals with travel agencies
- ❑ Tracking Hotel Amenities
- ❑ Preparing and setting up conference rooms
- ❑ Daily inspecting on non sold rooms
- ❑ Daily cleanliness inspection of the main kitchen
- ❑ Training housekeep staff
- ❑ Scheduling staff working / off days
- ❑ Handling online booking

Job Profile: Hostess

- ❑ Greeting visitors
- ❑ Visitors registration
- ❑ Places: Wedding Fair (Biel) – Horeca – Four season Hotel

Internship

- ❑ Fall 2017 – Burgundy restaurant Beirut - 3 months - Lebanon
- ❑ Summer 2016 – Tania Travel Agency - 3 months - Lebanon

Professional Skills

- ❑ Time Management
- ❑ Ability to work under tremendous work pressure & meet with the dead-lines with ease and efficiency
- ❑ Strong clients' management skills
- ❑ Ability to learn quickly and adapt to changing environments
- ❑ Proficiency in the usage of Computer
- ❑ Active team player
- ❑ Ability to follow up with clients in a timely professional manner
- ❑ Contacting and communicating with high end decision makers

Educational Background

Spring 2017 Notre Dame University Louaize – Lebanon
Hospitality Management and Tourism
BA

1998-2012 Providence School Mirna Chalouhi - Lebanon
Lebanese Baccalaureate - SE

Other Skills Make Up Certificate – K Star – Lebanon

Languages skills English – Arabic – French

Hobbies

Bowling, Swimming and Travelling

Personal Details

Date of Birth: 14 August 1994
Nationality: Lebanese
Marital Status: Single
Driving Licence: Valid
Passport #: Valid

References

Jina Vautier – Senior Sales at BMB Group - 03132688
Guitta Abou Zeid – HR Manager at The Bridge - 70477776
Miriam Gemayel – Manager at Likaa Hotel – 03891424