

Yahya Al Arab

Chouaifet El Aamroussieh, Mount Lebanon Governorate

0096171533381

yahyaalarab.23@gmail.com

Objective:

Seeking the job of a Financial Instructor at your Inc. Bringing a deep knowledge of firm's financial applications and strong ability to work across functional teams in providing company's product expertise to its staff and partner consultants through effective teaching and certification.

Education:

Lebanese International University LIU: Beirut Governorate Bachelor in Business

- Finance And Banking
- Graduated distinguished (2019), GPA 3.7
- [First Year , Second Year] Dean's List
- [3rd year] President List
- **Rafik Hariri High School, Aramoun Baccalaureate Degree in E.S (2013)**

Graduated with an average of 14/20 in the official exams

Work History:

Counter Sales / Casheir 01/2016 to 03/2017 LBACC-Fulcrum Baabda, Jabal Lubnan الشركة اللبنانية

لتموين مطار بيروت

- Provided information regarding promotions and menu items.
- Relayed information about menu selections and featured products.
- Addressed guest complaints and resolved issues to promote satisfaction.
- Reconciled cash drawer and corrected any errors.
- Completed sales transactions, including all accepted forms of payment.
- Delivered items to guest tables and addressed and requests.
- Processed customer orders and accurately entered into order system.

Captain Waiter 07/2015 to 12/2015 O MONOT Luxury Boutique Hotel Beirut

- Developed new process for employee evaluation which resulted in marked performance improvements.
- Entered details such as payments, account information and call logs into the computer system.

Banquet Captain 03/2015 to 10/2015 Four Seasons Hotel Beirut محافظة بيروت

- Oversaw timeliness and quality of food delivery at high-volume events.
- Supervised and mentored kitchen and serving staff.

Certifications:

- | | |
|---|-------------------------------|
| • Training at Bank du Liban | 27 August - 21 September 2018 |
| • Selling techniques training-L.B.A.C.C. Fulcrum | October 2016 |
| • Customer Service Training-L.B.A.C.C. Fulcrum | October 2016 |
| • HABC Level 2 Award in Food Safety in Catering (QCF) | 23 April 2016 |
| • Civil Defense Training | 9 October 2013 |
| • Nawaya Network | May – June 2019 |

Languages:

- English : Speaking ,
Reading and Writing
- Arabic : Speaking ,
Reading and Writing
- German : Beginner
- French : Beginner

Skills:

- Staff development
- Self-motivated
- Extremely organized
- Budgeting and finance

Computer Skills:

Familiarity with windows packages including Microsoft Office: Word, Excel, and PowerPoint.

References:

Available upon request