

# JOSEPH GHAWY

## PERSONAL DETAILS

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Date of birth	14 December 1983
Nationality	Lebanese
Marital Status	Single

## CAREER GOALS

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Seeking a long-term career in a reputable company which offers professional growth and continuous learning opportunities in a well organized, positive and friendly work environment.

## EDUCATION

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2002 – 2005 Technicien Supérieur in **Hotel Management** at the Hotel Management Institute / Dekwaneh  
1999 – 2002 Baccalaureat Technique in **Accounting & Computer Services** at CIT/Dora

## WORK EXPERIENCE

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➤ **Administrative Assistant** / From 10 Apr 2017 till 25 Oct 2017

Ballila 961 Beirut restaurant / Dekwaneh

Job description:

- Overseeing project completion
- Contacting suppliers
- Handling contractors accounts and payments
- Filing of legal and project related documents
- Completing assigned tasks by the owner

➤ **Assistant Purchasing Manager** / From 01 Feb 2008 till 31 Jan 2017

Al Mawaed for Food Supply and Catering services / Jeddah, Saudi Arabia

Al Mawaed specializes in the hospitality, food and catering industry. Restaurants owned by Al Mawaed include: Uptown 966 (International and Mediterranean Fusion), Uptown Surmer (Seafood and Fish), Bhar grill (Lebanese cuisine).

Job description:

- Entering invoices, transfers and monitoring stocks.
- Monitoring delivery dates and following up with suppliers.
- Monitoring and managing supplier performance.
- Liaising between the stores and other cost centers.
- Ensuring supplier compliance with regards to approved price list.
- Assisting in the fine-tuning and implementation of receiving and issuing procedures.
- Assuming the Purchasing manager's responsibilities while on leave.
- Assuming the Storekeeper's responsibilities while on leave.

#### Side Tasks

- Handling Petty cash payments

#### ➤ **Personnel coordinator** / From 01 Feb 2012 till 31 Jan 2017

Al Mawaed for Food Supply and Catering services / Saudi Arabia

#### Job description:

- Filing
- Ticketing

#### ➤ **Room Service / Restaurant Waiter** / From 12 Oct 2007 till 23 Dec 2007

White House Hotel / Jal el Deeb/Lebanon

#### ➤ **Room Service / Restaurant Waiter** / From 01 Jun 2007 till 16 Sep 2007

Safir Hotel / Bhamdoun

#### ➤ **Room Service / Restaurant Waiter** / From 13 Dec 2006 till 30 May 2007

White House Hotel / Jal el Deeb

### LANGUAGES

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Arabic / Native Language

English / First Foreign Language (Excellent)

French / Second Foreign Language (Fair)

### SOFTWARE

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PIMS (Profiles Integrated Management System)

Microsoft office (Word, Excel, PowerPoint)