

Nader Abi Farraj

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AREAS OF EXPERTISE

- Leadership and Team Skills
- Accounting methods
- Internal Auditor
- Hotel Front Desk Officer
- Guest Services Supervisor
- Hotel Receptionist

OBJECTIVE

I am seeking a challenging and fulfilling full-time job opportunity, which would broaden my knowledge, hone my skills and involve me in shaping Hotels and Restaurants developments since I did an internship in an Hotel as a Receptionist, and I have a good experience in customer service , problem solving, events planning and organizing. An ambitious and hardworking multi-tasker, I am determined to add value to your team and ensure that tasks are completed with efficiency and persistence. I have the passion to work in an Hotel and to work on my Master Degree in Hospitality Management.

EDUCATION

Sagesse University – Beirut, Lebanon

September 2015 - May 2018

Bachelor of Business Administration – Accounting & Auditing (Graduated on the Dean's Honors List)

Courses include Accounting 1& 2 – Managerial, Intermediate, Advanced and International Accounting- Auditing, Taxation, Finance, Management, Marketing

Ajyal Al Ghad High School – Bhamdoun, Lebanon

September 2010 - June 2013

Life Science Baccalaureate

EXPERIENCE

Mains Insurance & Reinsurance S.A.L – Aley Branch

May 2016 – Present

Administrative Manager and Accountant

- Handling all brokers' and experts' accounts and supporting the Underwriting Team
- Assessing staff performance and provide coaching and guidance to ensure maximum efficiency
- Assisting with the hiring, training, and development of staff
- Providing Weekly – Monthly financial reports to the Headquarter Office
- Managing claims and collecting unpaid amounts from clients and brokers
- Establishing, maintaining, and coordinating the implementation of accounting and accounting control procedures
- Ensuring that all accounting records comply with company and statutory requirements.
- Completing many audits a week to ensure policies process is operating under the required conditions.

Bhv Shopping & Retail – Citymall Beirut

April 2015 – April 2016

Senior Salesperson & Assistant Manager

- Managing indoor sales, communicating with clients to meet their expectations
- Handling inventories, taking control in receiving goods and operating stocks
- Supervising sales executives, and giving them daily instructions and tasks

Beirut Circle Hospitality service - Beirut

June 2014 – March 2015

Telesales

- Receiving phone calls regarding customer concerns
- Managing sale leads through achieving and exceeding KPIs
- Managing time to tackle various tasks mains

Personal Attributes

- **Languages** Fluent in English and Arabic; Beginner in French
- **Computer Skills** Microsoft Word, Excel, Access & PowerPoint
- **Hobbies** Travelling , Public Speaking, Swimming, Music

References available upon request