

Carine Hokayem



Contact details:

Phone: +961 (3) 929 450

E-mail: carine.hokayem@hotmail.com
hokayemcarine@gmail.com

Nationality: Lebanese

D.O.B: 07/05/1993

Current residence: Lebanon, Beirut

EDUCATION

2011- 2014/2015

- Notre Dame University Louaizee, Lebanon (NDU)
B.A in Hospitality Management & Tourism
Concentration Events Management

2010/2011

- Notre Dame Louaizee, Lebanon.
Baccalaureate in Literature

EXPERIENCE

May 2017 till February 2020 **Sales at Nicolas Audi Catering SAL, Beirut**

- Customize menus with the client
- Pricing
- Attending meetings and on-site events
- Customize corporate menus
- Coordinate with the kitchen, banqueting department, purchasing department, delivery department and sales department
- Report to the director of sales

January 2015 till April 2017 **Project Manager at Trust & Traders International SARL, Beirut**

- Providing offers to the client
- Preparing budget Estimation & Requesting offers from suppliers
- Organizing meeting with clients and attending them
- Liaising with staff, suppliers and clients
- Maintaining diaries & following up with all other departments
- Tickets and Accommodation & transportation for attendees coming from abroad
- Gala dinners planning including decorations and entertainment
- Handling the pre, during, and post logistics of events

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| September 2015 | Personal Assistant of the General Manager at Trust & Traders International SARL, Beirut |
| | <ul style="list-style-type: none">• Organizing meetings schedule, assistance locally and overseas• Organizing trips (Visa applications online – Schengen, Tickets, Hotel accommodation, transportation, guide) |
| March till May 2016 | Executive Secretary in the elections of the President of the Lebanese Order of Physicians (LOP) – Pr. Raymond Sayegh |
| May 2014 | Event Planner and coordinator – Freelance
Weddings, Gala dinners, birthdays, & special events |

TECHNICAL SKILLS

- Microsoft Office – Word, Power point, Excel

LANGUAGES

English and Arabic: written, spoken, read fluently
French: Spoken and written moderately

PERSONAL DATA

- Enthusiastic and self-motivated
- Quick learner, and have the ability to quickly adjust to new situations
- I'm willing to relocate if the job requires
- Ability to work under pressure to reach goals and target
- Ability to lead a group of people
- Willingness to take immediate responsibility
- Excellent time management
- Goal-Oriented
- Great communication skill