

# Linda Beshara

BEIRUT, LEBANON  
+961-71-360225  
Linda.beshara@hotmail.com

## PROFILE

---

Throughout my career, I have become experienced in the hospitality industry on different administrative, customer service, financial and sales levels. Currently, I am interested in pursuing a career in Human Resources Management field. Throughout my education and professional experiences, I have mainly learnt to be hard worker, initiative taker and problem solver; striving for knowledge and new learning experiences in every step I make.

## EDUCATION

---

**From 01/13 to 06/16**      **Lebanese American University**  
Bachelor of Sciences in Hospitality and Tourism Management

**From 2019 to 2020**      **Lebanese American University**  
Diploma in Human Resources Management

## EXPERIENCE

---

**From 09/19 to Present**      **Linda Bakes**  
Freelance home sweets baker

**From 05/18 to 06/19**      **Mövenpick Hotels and Resorts Beirut**  
Chalet and Cabana Supervisor

- Set goals for performance in a way that comply with Hotel's vision.
- Assist with financial reports and track all daily/monthly cash invoices and transactions.
- Monitor the work-flow in the department and report updates regularly.
- Ensure the availability of office supplies and voice requests when needed.
- Handle customer service-related tasks, including complains and memberships.
- Ensure an effective and updated data entry.

**From 02/17 to 04/18**      **Mövenpick Hotels and Resorts Beirut**  
Chalet and Cabana Coordinator

- Ensure customers' satisfaction with the service.
- Handle guests' complaints to be solved with concerned people.
- Coordinate with Engineering, Finance, and Housekeeping departments.
- Follow up with the guests for Maintenance fees, outstanding, and other financial issues.

**June 2016**      **The Small Ville Hotel**  
Training in the Culinary Department

**12/13 and 12/15**      **Dubai World Trade Center**  
Part of the Management training in Catering and Services for Aviation/Ministry of Defense.

**From 06/15 to 09/15**

**Dusit Thani Hotel Dubai**

Front Office Department Trainee

- Check-in and check-out guests/Club Floor.
- Handle all business center tasks and responsibilities.
- Process reservations from online and offline travel agents. Direct bookers, hotel site.

**August 2014**

**Tamimi Global Co. LTD.**

Catering Division Trainee

- Training Program for Employees.
- Compile Department Work as Payroll, Purchases, Expenses, Closing, etc.
- Customer Services.

**CERTIFICATES**

---

- Leadership Certificate
- Training of Trainers

**SKILLS**

---

**Languages:** Fluent in English and Arabic (writing, reading and speaking).

**Computer Skills:** Microsoft Office™ tools, Hospitality Program Opera, Spark System.

**Soft Skills:**

- Good communication skills.
- Hard working and willing to learn new concepts.
- Able to work alone and as part of a team.
- Adaptive to varied physical and cultural environments.
- Multitask.
- Respectful and Courteous manners.

**PERSONAL INTERESTS**

---

- Cooking and Baking
- Traveling
- Swimming