

# NADIM KOLFAT

## Business Management Graduate

I'm a highly motivated, dependable, and results-oriented individual with a solid performance track and a deep determination to maintain a career in the fields of Business Administration and Management. I'm seeking to work for a reputable and progressive firm/organization that provides an opportunity to capitalize my skills and abilities, in order to gain valuable experience that will help me grow and improve as a professional. Given the opportunity, I would be interested to discuss the value that my strengths and skills can bring to your team.

✉ Nadim.Kolfat@gmail.com

☎ +961 71 359 334

📍 Beirut, Lebanon

📅 07 October, 1997

## SKILLS AND STRENGTHS

Analytical Thinking

Problem Solving

Communication Skills

Customer Service

Interpersonal Skills

Cash Management

Fast Adaptability

Teamwork

## WORK EXPERIENCE

### Waiter

CATERAINMENT, LINA'S

Lebanon | 07/2016 - 01/2018

- Attend food security and hospitality training
- Customers' reception and accommodation, responding to queries, and making recommendations upon request
- Describe how various menu items are prepared, highlighting quality ingredients, cooking methods and emphasizing the added value presented
- Promote and sell profitable items in order to maximize sales and profitability
- Check customers' comfort level, and take any necessary corrective action, to ensure a satisfactory experience
- Cash Management and generate checks that itemize and totalize meal costs and sales' taxes
- Contribute to inventories and stock inspections
- Ensure the provision of the highest standards of customer service at all times
- Provide support for floor and kitchen team as emerging needs

### Cast

STAR AGENCY

Lebanon | 09/2014 - 06/2016

- Completion of acting lessons and image consultancy training
- Acting and executing the director's suggestions according to scenarios

## VOLUNTEERING AND SOCIAL ACTIVISM

### Community Activist

Ain-Ebel Youth Club

Lebanon | 06/2011 - 09/2019

- Participate in social activities' planning and implementation
- Contribute to community wellbeing through donor-funded interventions such as dedicated awareness campaigns and community engagement efforts

### Event Management Volunteer

Ain-Ebel Summer Festival Committee

Lebanon | 07/2012 - 07/2016

- Coordinating events' plans and operations with related teams
- Execution and monitoring of events' activities, maintaining timelines/milestones and tracking resource allocation

## EDUCATION

### Bachelor's degree in Business Administration and Management

Université La Sagesse

Lebanon | 09/2016 - 01/2020

### Lebanese Official Baccalaureate II / Life Sciences

Collège Élysée

Lebanon | 09/2014 - 06/2015

## LANGUAGES

Arabic

Native Proficiency

English

Professional Proficiency

French

Working Proficiency