

EDUCATION

University of Illinois Urbana-Champaign; Champaign, Illinois	Ongoing
Specialization in Financial Management	
Google; San Fransisco, California	Ongoing
Course in Project Management	
Instituto Cervantes; Beirut, Lebanon	Ongoing
Spanish Language Courses	
Damascus University; Damascus, Syria	June 2021
MBA in Business Management	
Damascus University; Damascus, Syria	June 2018
BS in Computer Engineering	

PROFESSIONAL EXPERIENCE

Mezyan; Beirut, Lebanon	
Bar Manager	Aug. 2022 – Present
<ul style="list-style-type: none">Set and enforce quality and safety controls.Create effective schedules and quickly resolve conflicts to ensure bar is well-staffed during peak hours.Manage the business aspects of the bar (ex: negotiating supplier contracts, taking inventory and reordering supplies, managing budgets, and setting goals).Ensure an excellent drinking experience.	
T- Marbouta; Beirut, Lebanon	
Floor Manager	Mar. 2022 – Aug. 2022
<ul style="list-style-type: none">Controlled daily cash and check management.Ensured a monthly accounts report and investigate any discrepancies to provide technical help to find solutions.Supervised and directed associates in daily work activities.Formulated work schedules, and maintain good customer and public relations.	
Bartender	Oct. 2021 – Feb. 2022
<ul style="list-style-type: none">Planned drink menus and informed customers about new beverages and specials.Took inventory and ordered supplies to ensure bar was well-stocked.Assessed bar customers’ needs and preferences and made recommendations.	
Waiter	Jun. 2021 – Sep. 2021
<ul style="list-style-type: none">Took customer orders and delivered food and beverages.Assisted customers with menu recommendations, answered questions, and shared additional information.Provided excellent service to ensure satisfaction.	
Le Sage; Beirut, Lebanon	
Accountant	Jun. 2018 – Mar. 2020
<ul style="list-style-type: none">Handled payments, cash, and check transactions.Resolved customer complaints, guided them, and provided relevant information.Contacted suppliers in order to check their statements of accounts versus payable entries.	
Akkad Medical Company; Damascus, Syria	
Executive	Feb. 2014 – Apr. 2018
<ul style="list-style-type: none">Enhanced supplier relations, with efficient use of credit facilities and stock management.Managed the sales team and marketing activities in all branches to bring better focus results.Achieved higher production efficiency and better seasonality stock management.	
Pro Gym; Damascus, Syria	
Manager	Mar. 2013 - Jan. 2014
<ul style="list-style-type: none">Managed relations with other companies to purchase fitness equipment.Supervised workflow to ensure efficiency and guided team for best practice operation.Monitored business operations and resolved any issues and business drawbacks.	

SKILLS

Languages: Arabic (Native), English (Full Professional Proficiency), French (Intermediate)
Computer: Microsoft Office Word, Excel, and PowerPoint.
Soft Skills: Communication, Analytical Thinking, Organization, Cultural Sensitivity, Teamwork and Cooperation, Behavioural Flexibility, Stress Management, Work Commitment, and Team Leading.

VOLUNTEERING

CHANCE Association - Beirut, Lebanon	Oct. 2022- Jan. 2023
<ul style="list-style-type: none">Assist with event planning, fundraising, and campaigns, as well as essential administrative and operational work.	

LICENSES AND CERTIFICATIONS

Management Strategies for People and Resources	YALI Network	Jan. 2023
Google Ads Display Certication	Google	May 2022
Google Ads Search Certication	Google	May 2022