

Julia Hamzeh

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OBJECTIVE

A self-motivated and an active team player with a good set of skills and knowledge, looking for an opportunity where I can acquire more skills, add value and bring success to the company I will be a part of.

EDUCATION —

Bachelor of Arts in Economics —

Haigazian University (09/2013 – 06/2017)

SKILLS —

Revel-Foodics-Omega-Drop Box-Next

Cloud-Microsoft Excel

Microsoft Word -Microsoft PowerPoint

Customer Service -Time Management

Problem Solving- Leadership

LANGUAGES —

Arabic – Native or Bilingual Proficiency

English – Full Professional Proficiency

French – Elementary Proficiency

CERTIFICATES —

Inclusivity in the Workplace

Certified Café Expert-Second Cup

IELTS Academic & General Training

Counter Operations & Customer Service

EXPERIENCE

01/2022-03/2023 Purchasing Coordinator, Mercury F&B Second Cup Coffee Co.

- Identified business requirements for goods, materials, and services
- Found reliable suppliers to meet these requirements
- Negotiated prices, build quality, and delivery terms
- Coordinated delivery and storage operations
- Run quality control and product testing
- Managed Revel POS & Backoffice.
- Managed Inventories & Cost Controls

08/2019–12/2021 Restaurant General Manager, Cantina Sociale & Beirut

- Managed and oversaw the entire restaurant operation
- Managed and lead staff while maintaining a positive working environment
- Hired, trained and evaluated new employees
- Implemented innovative strategies to improve productivity and sales
- Estimated consumption, forecasted requirements and maintained inventory
- Controlled costs and minimized waste

02/2018 – 07/2019 Assistant Restaurant Manager, Cantina Sociale

- Ordered and managed stock of packaging and supplies from abroad or local
- Controlled costs (check for new suppliers, better quality and prices, negotiation etc.)
- Managed Foodics POS system (pricing, inventory control, transactions, etc.)
- Managed the café's recipe books- maintained, up to date
- Assisted in developing menu items and prices
- Maintained continuous Research and Development

09/2017-10/2017 Administrative Assistant Intern, Iradat Offshore S.A.L.

08/2016-09/2016 Personal Banking Representative Intern, Bank of Beirut

09/2013-06/2017 Administrative Assistant, Haigazian University

- Filed statements of fees in ID order
- Organized financial checks and students' documents
- Photocopied relevant papers needed for the office and faculty
- Organized NSSF & financial aid filling forms for students.