

FOUAD DAABOUL

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☎ +9613208576

🏠 Mazraa, Beirut Lebanon

📅 May 6, 2000

🚗 Available

🇱🇧 Lebanese

SKILLS

Microsoft Office Literacy

Organization

Time Management

Problem Solving

Decision making

LANGUAGES

English

Arabic

EDUCATION

Bachelor's degree in Business Administration

Jan 2019 - Dec 2021

USEK, Lebanon

Overall GPA 80.6/100

EMPLOYMENT

Front Office Agent

Mar 2021 - Apr 2023

Country Lodge Hotel and Resort, Lebanon

- Booking hotel rooms
- Advising clients about the best kind of rooms that fit their number, needs and budget
- Handling customer complaints, providing appropriate solutions to guarantee positive outcomes
- Built customer rapport by providing friendly and genuine service
- Answering all calls and directing as needed
- Coordinating office activities •Scheduling meetings
- Greeting and welcoming guests
- Checking all payments and accounting details by the end of each

Customer Service Representative

Feb 2020 - Feb 2021

Lina's - Paris, Lebanon

- Providing helpful information and advice to customers
- Answering questions
- Responding to complaints
- Working with clients who have orders or any kind of follow-up
- Providing solutions that fit the situation
- Scheduling shifts