

Rawad Riman

Date of birth: 04.02.1997 in Aruja, Brazil
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Education

2017- 2021	Bachelor Business Administration Modern University of Business and Science (MUBS)
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Experiences

08/2021 - now	Assistant Manager Beyt Al Jabal Restaurant & Hotel <ul style="list-style-type: none">▪ Monitoring inventory, purchasing equipment & supplies▪ Quality customer service & compliance regulations▪ Employee Training, Recruitment▪ HR Practices, Feedback & Project Management▪ Diverse Payroll functions such as submitting & processing Payroll▪ Monitoring observations▪ Finance Activities
02/2019 – 07/2021	Hospitality Specialist Al Fundok Hotel & Restaurant <ul style="list-style-type: none">▪ Financial transactions▪ Record of transactions in the MICROS System▪ Guidance of Customers
03/2018 – 01/2019	Intern Receptionist Al Fundok Hotel & Restaurant <ul style="list-style-type: none">▪ Financial transactions, activities & sales performance▪ Record of transactions in the MICROS System▪ Customer Service, Communication & Complaints▪ Inventory Management Strategies & proactive identification of dormant inventory to optimize stock levels

Competences and Skills Set

- Outstanding Communication
- Teamwork and Management
- Organization
- Adaptability and Reliability
- Problem-solving
- Effective Time-management
- Leadership and Supervision
- MS Office Tools

Skills and Interests

Language Proficiency:	English:	Proficient
	Arabic:	Native
	Portuguese:	Intermediate
	French:	Basic Knowledge
IT Skills:	MS Word	Proficient
	MS Excel	Basic Knowledge
	MS Power Point	Proficient
Interests:	Outdoor Activities, Hiking, Camping, Fitness	

Extra-Curricular Activities

Training as Local Guide:	Biosphere Shouf Reserve
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Beirut, 08.08.2023

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