

Sabine Makhoul
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PERSONAL INFORMATION

Date of Birth: 6 April 2000
Nationality: Lebanese
Marital status: Single

EDUCATION

2020-2023

Bachelor's degree in Marketing

Lebanese University, Achrafieh – Beirut

2017-2020

Lebanese Baccalaureate in Sociology and Economics

Lycée De Jounieh

PROFESSIONAL EMPLOYMENT

2022 – Present

Head Hostess – PALMS THE LEGEND – NAHER EL KALEB

- Professionally answering incoming calls, addressing customer inquiries, concerns, and requests
- Creating and maintaining hostess schedules, ensuring adequate coverage during peak hours and special events.
- Coordinating and managing reservations and seating arrangements to optimize the restaurant's capacity while adhering to guest preferences and special requests
- Assigning operators to shifts and tasks based on availability to ensure smooth operations
- Communicating with customers via phone, email, and in-person interactions, addressing their inquiries and providing assistance

2021 – 2022

Hostess – PALMS BEACH HOUSE – JOUNIEH

- Warmly greeting and welcoming guests upon arrival
- Seating guests at appropriate tables, taking into consideration their preferences and group size
- Addressing guest inquiries, concerns, and special requests, ensuring satisfaction

2020 – Present

AvoMarket – FAMILY BUSINESS

- Successfully conceptualized, planned, launched, and managed an Instagram account for our family business
- Implemented all necessary business procedures, including product development, marketing, sales, and customer service

- Designed the brand logo and created all social media content
- Established collaborations with restaurants, presenting and providing our products to meet their needs

2019-2020

Sales Representative – *THE POTLOCK – ABC DBAYEH*

- Developing sales strategies and plans
- Reporting sales activity and results to the management team
- Building and maintaining client relationships
- Handling customer inquiries and resolving issue

Summer-2019

Sales Representative – *PARFOIS – ABC DBAYEH*

- Selling and promoting company products
- Working to satisfy customer needs and demands
- Meeting sales goals
- Keeping track of inventory

2018-2019

Private Tutor

- Teaching children of ages 3 to 15 homework and agendas
- Adjusting teaching methods to cater to different types of students

SKILLS

- | | |
|---|--|
| • Excellent people and communication skills | • Great time management and scheduling |
| • Active listening | • Decision making |
| • Well-organized | • Problem solving |

OTHER SKILLS

Language:

- English: Reading, writing, verbal
- Arabic: Reading, writing, verbal

COMPUTER SKILLS

- Windows, Internet
- Microsoft Office: Word, Excel, PowerPoint, Outlook