

# MURIEL F. KARAM

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19 December 2002

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Seeking to develop my skills by gaining experience while dealing with professional people in different situations, in order to achieve high levels of professionalism.

## EXPERIENCE

02/2021 – PRESENT

**ADMINISTRATIVE ASSISTANT, SONACO SARL**

*FOOD AND BEVERAGES LEBANESE COMPANY*

- Answer phone calls
- Manage calendars
- Organize documents
- Maintain contact lists
- Provide general support to offices
- Support the accounting department by helping with production reports
- Maintain an organized filing system
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Greet and assist visitors to the office
- Provide polite and professional communication
- Record client orders on the system
- Assist in HR tasks
- Keep records of employee attendance
- Generate payroll-ready information

08/2020 – 01/2021

**WAITRESS, OCEANDA RESTAURANT & VENUE**

- Greet and escort customers to their tables
- Present menu and provide detailed information when asked
- Prepare tables by setting up silverware and glasses
- Inform customers about the day's specials
- Take accurate food and drink orders
- Deliver checks and collect bill payments
- Provide excellent customer service to guests

7/2017 – 8/2017

**CASHIER, FOUR SEASONS HALAT HOTEL & BEACH RESORT**

- Operate the cash register, scanner, and the restaurant's computer system
- Ensure correct meal prices
- Accept payments
- Issue receipts

06/2017 – 07/2017

**WAITRESS, FOUR SEASONS HALAT HOTEL & BEACH RESORT**

- Serve food and beverage by the pool

- Improve the experience for club members by being attentive to all their needs
- Greet and seat all pool guests
- Take all food and beverage orders
- Demonstrate excellent teamwork with other associates

## EDUCATION

**FALL 2020 – FALL 2023**

**BA IN HUMAN RESOURCES**

Lebanese Canadian University - Aintoura

**06/2020**

**LEBANESE BACCALAUREATE**

Collège des sœurs du rosaire - Jbeil

## SKILLS

- PIMS Software
- Softmind
- Microsoft Office Excel
- Internet Skills
- Microsoft Office Word
- Microsoft Office PowerPoint
- Omega

## LANGUAGES

- Arabic: Native
- English: Proficient
- French: Proficient

## REFERENCES

References available upon request