

Mazraa, Beirut, Lebanon
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Georges Sabeh Aramouni

Objective

I am looking for a challenging career with an international group, in a position related to business and administration. The role will hopefully challenge me, and utilize the abilities and skills that I have.

Personal Information

Date of Birth: 06/07/1986

Nationality: Lebanese

Marital Status: Married

Gender: Male

Work Experience

September 2024 – Present

Regus Lebanon

Position: Community Sales Manager

- Manage the day-to-day operations of the business center, ensuring a high level of client satisfaction.
- Oversee sales activities to attract new clients and retain existing ones.
- Build and maintain relationships with local businesses and key stakeholders.
- Organize community events to foster collaboration and networking among clients.
- Ensure the facility operates efficiently, including managing third-party vendors and maintenance services.
- Monitor financial performance, including budgeting, invoicing, and revenue targets.
- Act as the primary point of contact for client concerns, resolving issues promptly and professionally.
- Collaborate with the regional team to implement sales and marketing strategies.

February 2022 – June 2024

Antwork Beirut

Position: Sales & Operation Manager

- Provide leadership and support for the operating team and their daily activities, ensuring they abide by Antwork's guidebook and meet their targets toward the workspace's performance.
- Manage facilities to ensure occupancy remains at its highest level.
- Responsible for client satisfaction and retention.
- Conduct regular checks around the premises and with the team to ensure compliance with operational guidelines.
- Manage contracts, service providers, and hires to meet workspace needs within budget.
- Organize and oversee events from proposal preparation to execution.
- Report operational performance to the Chief Commercial Officer.

February 2018 – February 2022

Monroe Hotel

Position: Senior Sales Manager

- Represent the Sales and Marketing functions and needs of the hotel in the development of the company's policy.
- Handle segments such as NGOs, UN, pharmaceuticals, printing and publishing, agriculture, and holdings.
- Brief and debrief the team in the absence of the Director of Sales.
- Finalize the event calendar and reports requested by management.
- Maintain competitive knowledge of marketing, sales, and advertising strategies, pricing, and rate structures.

February 2017 – February 2018

Raouche Arjaan by Rotana

Position: Sales Manager

- Responsible for corporate and travel agent room sales for the hotel.
- Understand the hotel's business strategies and set goals accordingly.
- Update action plans and end-of-month reports.
- Identify new markets and business opportunities to increase sales.
- Represent the hotel at various events and exhibitions.
- Implement sales action plans related to specific market areas.
- Conduct daily sales calls and arrange site inspections for corporate clients.

July 2015 – February 2017

Holiday Inn Beirut Dunes

Position: Senior Sales Executive

- Increase occupancy, average rate, and profits of the hotel through planning.
- Represent the Sales and Marketing functions in the development of the company's policy.
- Maintain knowledge of competitive marketing, sales, and advertising strategies.
- Handle segments such as NGOs, banks, education, engineering, construction, media, and IT.
- Act as the Business Reward Champion, managing a reward program for bookers.

October 2013 – June 2015

Coral Suites Al Hamra

Position: Sales Executive

- Represent the Sales and Marketing functions in the development of the company's policy.
- Develop special marketing plans for key accounts and unique sales situations.
- Handle segments such as banks, education, pharmaceuticals, training, consulting, and shipping.
- Attend industry trade shows, including the ARAMCO Trade Show in Khobar, Saudi Arabia, in 2015.

April 2013 – October 2013

Golden Tulip Jiyeh Marina Resort

Position: Sales Executive

- Gather new accounts and expand the database.
- Upsell and cross-sell hotel rooms and outlets to increase profits.
- Anticipate and implement new ideas for effective follow-ups.
- Entertain hotel accounts through invitations, gifts, and personalized gestures.
- Conduct competitor analysis and follow-ups with clients through personal calls and correspondence.

October 2007 – April 2013

Four Points by Sheraton Hotel, Verdun, Beirut, Lebanon

Position: Bartender

- Manage daily operations of the bar, including scheduling to ensure adequate coverage.
- Handle cash, customer billing, and accounts.
- Perform stock control and rotation.
- Adhere to local laws and company policies regarding the sale of alcohol.
- Provide customer-friendly service, communicating with clients from around the world.
- Complete "in-house" training as a receptionist for two months.

Abilities

1. Excellent communication and inter-personal skills
2. Ability to think critically and problem solve, not only at the work station but also to resolve customer/client problems and needs; whilst ensuring a satisfactory outcome.
3. I have a strong personality and am able to take appropriate decisions having assessed all options
4. I have been "Associate of the month of February 2008." Selected by the hotel management team.
5. "Associate of the month of November 2011." Selected by the hotel management team.
6. I have a ready and quick sense of humor. I am able to utilize my personality and the above skills to "defuse" tense situations.

Education

- 2005-2010 American University of Science and Technology (AUST), Achrafiyeh, Beirut, Lebanon
B.A. in Business Management, Graduated
- 1992-2005 Collège de saint Elie Btina, Beirut, Lebanon
Lebanese Official Baccalaureate 2, (with emphasis in Humanities)
Date of Graduation 2005

Computer Skills

- MS Office (Word, Excel, PowerPoint), Micros, Omega, Fidelio Dolphin, Opera, PMS

Languages

- Fluent in English, French and Arabic (both written and spoken.)

Interests

- Sports: basketball and swimming, scouting, and Fashion.

References

- Mr. Chady Morcos Mobil number: +961 70 606 012
- Mrs. Ibtissam Shamseddine Mobil number: +961 70 906 505