



Nour Abou Zolof

Profile

Experienced Lodging Manager with a strong background in hospitality operations, guest relations, and staff supervision. Passionate about ensuring efficient day-to-day operations and continuously seeking opportunities for growth and development.

Employment History

Lodging Manager, Farah Residence, Beirut

September 2021 – Present

- Manage financial planning and ensure timely rent collection
- Maintain high service quality through consistent operations, and handle complaints professionally
- Supervise front office, housekeeping, and guest services, improving guest satisfaction by maintaining consistent service standards.

Customer Service Intern, SGBL, Beirut

September 2019 – October 2019

- Assisted with data entry, documentation, and filing tasks
- Maintained accurate and up-to-date customer records and account information
- Assisted in responding to customer inquiries via email and phone

Bank Teller Intern, SGBL, Beirut

June 2017 – August 2017

- Helped customers with processing transactions
- Handled currency and confidential information
- Assisted in confirming customer identity and transaction information
- Provided customers with information about various bank products and services

Education

Masters in Bank and Finance, Saint Joseph University, Beirut

Mar 2019 - Nov 2021

Bachelor of Economic Science, Saint Joseph University, Beirut

Sep 2016 - Jul 2018

CONTACT

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SKILLS

Communication

Problem Solving

Attention to Detail

Microsoft Office

LANGUAGES

Arabic- Native

French- Fluent

English- Fluent

HOBBIES

Tennis

Running

Reading

VOLUNTEERING

Planned and executed private activities for orphans