

## **Marc Abou Gharib**

Qatar – Beirut

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### **Profile**

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Resourceful and multilingual Business Management graduate with hands-on experience in procurement, hospitality operations, and client service. Known for strong organizational skills, proactive problem-solving, and the ability to thrive in fast-paced environments. Passionate about streamlining operations and delivering outstanding customer experiences. Fluent in Arabic, English, and French, and eager to contribute to growth-driven organizations.

### **Education**

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<b>Bachelor in Management</b>	October 2021 – October 2024
Lebanese University – Faculty of Economic & Business Administration	
- Thesis: L'Impact de l'Innovation sur le Progrès des Entreprises au Liban - Grade:	
Very good	
<b>Lebanese Baccalaureate in Sociology &amp; Economy</b>	September 2017 – June 2021
- Grade: Good	

### **Experience**

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<b>F&amp;B Specialist – Doha, Qatar</b>	June 2025 – January 2026
-Supervise front-of-house operations in a high-end, dynamic hospitality setting.	
-Lead and train a team of waitstaff to ensure exceptional customer service and adherence to standards.	
-Coordinate with kitchen and bar teams for smooth service flow and guest satisfaction.	
-Handle VIP guests and resolve issues promptly with professionalism.	
Support management with scheduling, floor planning, and daily briefings.	

### **Procurement Specialist**

Hopital Universitaire du Sacre -Cœur	November 2024- June 2025
- Manage procurement of medical supplies and equipment.	
- Negotiate contracts and maintained strong supplier relationships.	
- Monitor inventory levels to ensure timely procurement.	
- Conduct market research to identify cost-saving opportunities.	

**Intern – Policy Owners Services**

MetLife Life Insurance Company

July 2024 – August 2024

- Assisted in processing policy changes and handling customer service requests.
- Supported the team in addressing policy-related inquiries and updates.

**Usher Diffa Freelance**

May 2023 – May 2024

- Welcomed patrons or guests upon arrival.
- Provided friendly and helpful assistance to attendees and answered queries.
- Assisted individuals with special needs or requests.

**Library Coordinator**

Librairie Point Virgule

January 2022 – May 2024

- Facilitated customer transactions and maintained accurate records.
- Organized library materials to ensure a clean and accessible environment.
- Assisted clients in locating books and resources.
- Provided printing and scanning services as needed.

**Library Assistant**

Librairie La Trousse

July 2016 – October 2022

- Assisted students in locating books and stationery.
- Managed sales operations and collaborated with publishing entities to source materials.

**Service & Hospitality Roles**

O Beirut / La Sce ne by Michel Fadel / Attrium Taiga

June 2022 – June 2023

- Delivered exceptional service by coordinating with staff and ensuring guest satisfaction.
- Promoted events and entertainment offerings.
- Managed guest dietary preferences and special requests.

**Languages**

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Fluent in Arabic, English, and French**Skills**

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**Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); familiarity with inventory management and procurement software; basic knowledge of data entry and database tools.**Soft Skills:** Strong communication and negotiation abilities; excellent problem-solving and organizational skills; effective multitasking and time management in fast-paced environments.