

## PROFILE

Passionate about the Hospitality and Tourism industry and seeking challenging positions where I can further develop my skills. Aiming to become a successful executive in the business in a reputable company in the MENA region. Building my career in order to one day manage my own catering business after acquiring all the knowledge and experience needed from the work field.

## WORK EXPERIENCE

**Assistant Chef** 06/2015 – 08/2015  
Phoenicia Hotel Beirut , Beirut, Lebanon

An intensive training program that covered menu knowledge, handling food items, wine pouring, buffet and table set up, polishing, posting bills, and particularly attending to guest requests.

This experience verified the importance of teamwork for such a demanding industry, and that the smallest difference that one can do to please a guest correlates to their loyalty for the establishment.

**Front Office Assistant** 09/2016 – 02/2017  
Phoenicia Hotel Beirut , Beirut, Lebanon

- Scheduled appointments, prepared group preliminary offers and contracts
- Entered data and extracted reports from STR, responsible for the archive
- Prepared Corporate / FIT rates, and enter account information into OPERA
- Followed up on activities of the sales team and ensure they met deadlines
- Coordinated with the marketing team on joint activities
- Purchased & requested orders for the Sales Department
- Conducted full front office reception duties.

**Sales Representative** 03/2017 – 05/2018  
Vibes Tourism S.A.R.L , Beirut, Lebanon

- In charge of the UAE Visa Department
- Demonstrated powerful communication skills by efficiently guiding potential clients through the sales process
- Establish initial contact with clients
- Followed latest market trends
- Maintaining brand image & sales goals
- Monitor competition by gathering current marketplace information on pricing, products, newcomers and delivery schedules
- Place outbound follow-up calls to sales leads and persuade potential customers to complete and submit an application
- Preparing price offers for the customers

## EDUCATION

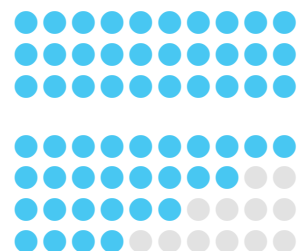
**High School** 2010 – 2012  
Al Faris International School, Riyadh, KSA

**Hospitality & Tourism Management** 2012 – 2016  
Lebanese American University, Beirut, Lebanon

## SKILLS

### Computer Skills

MS Office  
Opera Management System  
Presentations (Prezi & PPT)  
Survey Monkey  
Movie Maker  
Wordpress  
Adobe Photoshop



### Languages

Arabic Native  
English Full  
Italian Limited

## EXPERIENCE

2015 – 2015  
Dubai Air Show, Dubai, United Arab Emirates

## HOBBIES



Traveling



Capturing moments



Meeting People with different backgrounds



Composing Music



Table Tennis