**Maria Rizk**

**Business Management Student**

**-Date of birth  :** 28-April-1994

**- Nationality :** Lebanese

**- Marital status:** Single

**Ghorfine Main Road-Next Matelec**

**Ghorfine-Liban**

**Tel : 009617540171**

E-mail : **miamaria.rizk2@homail.com**

**Profile:** I’m seeking an opportunity in an organization which will help me deliver my best, and meet

the demand of the organization , in addition to upgrade my skills .

|  |  |
| --- | --- |
|  |  |

**Education**:

Year 2012 : Graduated from Modern Saint Anthony School- Life Science Section

|  |  |
| --- | --- |
| Year2010-2011 : | Studied S.A.T – Modern Saint Anthony School  |
| Year  2012 and will graduate in Spring 2016 | Business Management- Arts, Sciences and technology university in Lebanon  |
|   |  |
|  |  |

**EXPERIENCE :**

|  |  |
| --- | --- |
| Caritas-Waznat | **Training Program - Peace and reconciliation**. |
| Mission 2010 : |  **Integration into society.**Activities: Solving problems in a complex world-capacity communication-ability to cross the bridge between each other – dynamic group with building group work- time managing-  |

GC LAU MUN **Certificate of Participation**

2010

 **Participated in the fifth annual Al Walid GC LAU MUN high school Conference 2010**

 GA3 community- Social Cultural and Humanitarian Brazil

Missions 2010 Activities: Responsible for little children-Organizating holidays, special decoration for Church

 Hostess at

 Byblos Palace Working as a Hostess with Al- Aalamiya Magazine for its anniversary celebration.

 2010-2011

Front-Desk Agent Front Desk reception at Canari De Byblos Hotel from 25 July till the present.

at Canari de

Byblos Hotel In addition being the first employee of the months for this month.

From 2012 till

 January 2015

Reservation Corporate/Travel Agency/ Online Bookings for All Reservations

Department **from August 2014 till January 2015**

At Canari de

Byblos Hotel

Assistant

Administrative Training at SmartMan S.A.R.L

at SmartMan

S.A.R.L

Front Desk Agent Front Desk Agent reception at Heaven Hotel Tabarja till the present.

at Heaven Hotel

 Tabarja

**Skills**

|  |  |
| --- | --- |
| Computer Skills : | **Office - Computer**Operating system, office tools (Word, Excel, PowerPoint, and PMS). |
| Language Skills: |  **English**  **French Arabic** Speaking Excellent Good ExcellentWriting Excellent Good Excellent  |

**Interests** All kinds of Sports.

 Travelling, meet new different cultures

 Environment

|  |  |
| --- | --- |
|  |  |

**References** Available Upon Request

|  |
| --- |
|  |