Sara Mohammad Said Alameddine

Personal information :

Address :Beirut, Lebanon

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Nationality : Lebanese

Date of Birth : 24 November 1992

Marital Status : Single

Abstract:

An enthusiastic MBA student with strong analytical and interpersonal skills, aiming at providing the company with the latest principles of Hospitality and Human Resources management.

Objective:

To obtain a position of responsibility where my skills will be utilized in a suitable career opportunity as an active part of a stable company.

Education:

* American University of Science and Technology

M.B.A

Date of graduation: September 2016

* American University of Science and Technology

B.S. Hospitality Management

Date: September 2013

* Adventist Secondary School

 Bacc 2: Economics and Sociology

 Date : July 2010

Work Experience:

* Position : Instructor

CIS institute

2015-Present

* Position : Guest Services Supervisor and Trainer- business Center Supervisor and Trainer

 ERT Member

Intercontinental Phoenicia Beirut Hotel

2014-Present

* Position : Operations Manager

Le Latino Restaurant

2014

* Position: Floor Supervisor

Le bistro Restaurant

2013

* Position :Demi Chef de Partie

 Salmontini Riva Waterfront

2011-2012

* Position : Commis Chef

 Salmontini Riva Waterfront

2011-2012 (Opening)

Languages:

Arabic native language, Fluent in English, Slight knowledge of Spanish & French.

Achievements:

* P&L and budget planning **2015**
* Craft Training Certificate **2015**
* Managing Training and Development **2015**
* HORECA-1st Gold certificate- Junior chefs live pastry competition 2015
* AUST- Corporate Social Responsibility **2015**
* Time Management- Harvard Management Mentor **2015**
* American Consultancy and training Center- Emotional Intelligence **2014**
* Certificate of Achievement- IHG Social Listening Training **2014**
* Certificate of Achievement- Brilliant Basics- Revenue Training **2014**
* Certificate of Achievement- Introduction to information Security **2014**
* Certificate of Achievement- Code of conduct  **2014**
* HORECA-1st Gold certificate- Junior chefs live pastry competition 2013
* Boecker hygiene Award 2013
* University of Michigan- English proficiency certificate 2013

Computer Skills:

Tools : Microsoft word, Excel, Power point, Adobe PDF reader.

* POS Omega
* Inventory Omega
* Peach Tree accounting
* Fidelio System
* Microsoft Project Management
* Opera
* VIP Report
* QEMS
* FBM

**Interests:** Cooking, Traveling , Organizing and collecting certificates