**Mariam Seif Ed Dine**

⯁1st Floor, Mustafa Selim Bldg.

⯁Sleem street , Haret Hreik.

⯁Mobile +961 70 612838

⯁E-mail: mms047@hotmail.com

**Career Objectives:**

I look forward for a job that matches my skills and improve

My knowledge management for further future goals and achievements.

**Education**

**Arab Open University**

**Master in Human Resources (1st year)**

**Arab Open University**

**Bachelor Degree In Business Management**

**Work Experience**

**Kurban TRAVEL**

**Administration from Sep 2014, till Present (Hamra)**

* Follow up with the HR Manager the new employment and the release expatriates to keep the records updated, preparing staff handbooks, calculation transportation, updated the balance sheet of leave request, internalization data of each employee, filling all the data(cv’s,resigned employees),assisted HR manager during recruitment process, Monthly Payroll,NSSF, Answer phone calls. Answer customers’ inquiries about properties, Arrange Appointments, Send email, faxes and scan, following up on ordering and shipment.

**Asaad Food and Beverage:**

**Hostess: 2013-2014**

Beirut City-Center

* Warmly and graciously greets all guests upon arrival.
* When possible, open the front door for guests entering or leaving the Restaurant.
* When immediate seating is limited, records guest names and number of People in party.
* Call out name and number of party when tables become available.
* Provide guests with estimated waiting time, always maintaining a professional, courteous attitude when confronted with hostile, impatient or irate guests.
* Accommodate special seating requests for guests whenever possible.
* Seat guests based on guest preferences and balancing of customer flow in Service stations.
* Upon seating, offer guests a menu and inform them of their server’s Name.
* Presentation and completeness.
* Relay messages to servers and bus-persons as needed.
* Maintain supplies of mints and toothpicks at the host stand.
* Perform other duties as assigned by the manager on duty.
* Thanks guests as they leave and invite them to return. Relay guest
* Comments or suggestions to the manager on duty.
* Explain the restaurant concept to guests.

**Retail Group/Fashion More:**

 **Sales Assistant and Cashier( la vie en rose) : 2011-2013**

 Beirut Mall

* Organized floor
* serving and advising customers
* helping customers to find the goods they want
* advising on stock amounts
* giving information on products and prices
* stacking shelves or displaying goods in an attractive way
* arranging window displays
* promoting special offers or store cards
* ordering goods
* handling complaints or passing them on to a manager

**McDonald’s**

 **Cashier: 2009-2011**

 Beirut Mall

* Smile And friendly
* Administrative, clerical work.
* Assist customers.
* Assist supervision,
* Control cash.

**Key Skills**

* Ability to develop logical thinking, and adapt to teamwork environment.
* Ability to achieve personal work goals and objectives.
* Excellent interpersonal and communications skills
* Strong Experience of customer service’s

*Additional professional and Academic references are available upon request*