

CURRICULUM VITAE

MARIO BREIDY

Father's Name: Charbel

Phone: +961 71 472536

Email: mario.breidy@hotmail.com

Address: Ain Saadeh – Mount Lebanon

Nationality: Lebanese

Marital Status: Single



Vision and Objective

To work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge in the field, so that it would be helpful for my career and my professional experience.

Education

High School
2010

College Des Saints Coeurs - Ain Najm (SSCC)
Economy and Sociology section (SE)

University
2011-2014

Saint Joseph University (USJ)
Faculty of Business and Management (FGM)
Business Administration

Other Formations

- * Certificate from YASA for Ethics and Road Safety Policy
- * High-level training in Charity Work and Communication Skills (St Paul Association)

Professional Experiences

Summer 2013 – Internship

Hyundai – Charlie Motors Lebanon
Sales and Marketing department
Internship responsible: Mr. Gilbert Bou Harb

Duties:

- Attend to showroom visitors.
- Arrange display as requested by Sales manager.
- Answer customer's inquiries with regard to product specifications, pricing, and payment methods.
- Assist in giving information to customers regarding financing options for vehicles.
- Calculate price discounts.
- Keep record of customer information for customer call reports.
- Demonstrate product in accordance with procedures.
- Prepare proposals based on customer's requirement and standard specification.
- Negotiate for sales agreements.
- Ensure proper documentation processes.
- Report on market trends and competitor activity.
- Arrange test-drives for vehicles.

Summer 2014 – Internship

Libano-Suisse Insurance Company
Accounting department (1 month)
Marketing department (2 months)
Internship responsible: Mrs. Joyce Salameh

**Duties:**

- Filing
- Data entry
- Demonstrate and introduce different types and categories of insurance (car, health, life, fire, travel...)
- Follow up with customers and transfer their complaints to concerned departments.
- Follow up expired insurance policies and contact brokers and customers in order to renew the policies.
- Calculate insurance prices and quotations.

2016/2017 - Work Contract

Zenotel Wellness Retreat Hotel
Sales and Reservations department
Manager: Mr. Samir Chidiac



breathe relax disconnect

Duties:

- Work on a new Software Program “PMS – Partners Managerial Systems”
- Process reservations by mail or telephone.
- Process reservations from sales office, other hotel department, and travel agents.
- Know the type of rooms available as well as their location and layout.
- Monitor room status (occupied, cleaned, out of service...).
- Know the selling status, rates, and packages plans.
- Create and maintain reservation records by date.
- Determine room rates based on selling tactics.
- Prepare letters of confirmation.
- Process cancellations and modifications.
- Process advance deposits on big reservations and events.
- Track future room availabilities.
- Prepare expected arrival list for front office.
- Walk around with client and introducing hotel facilities and room characteristics.
- Introducing offers and packages to target more clients in particular seasons.
- Calculate hotel expenses (room charges, telephone calls, food and beverage...).
- Calculate discounts and refunds.
- Order concerned stuff to solve guest’s complaints.

Skills	
--------	--

Languages

Very good in Arabic, English and French

Software and Computer skills

Windows, Macintosh, Microsoft Office,
Social Media, Networking

Hobbies and Interests

Tennis
Swimming
Technology
History
Music

References:

Available upon request