

Vanessa Aoun

Zouk Mosbeh
Zaroub Street
Baz Building, Block B, 1st Floor
Mobile: 71825083
Home: 09211739

Date of Birth: June 7, 1995
Place of Birth: Ajaltoun, Keserwan
Citizenship: Lebanese
Marital Status: Single
Email: aoun_vanessa@hotmail.com

Education

Université St. Esprit, Kaslik
2013 - 2017
Bachelor in Business – Auditing
Date of Graduation: June 2017

Experience

Zaatar w Zeit – Head Office, Jeita
August 2017 – September 2017
Accounting Intern

Lord of the Wings, Kaslik (Le Castel SAL)
August 2013 – Present
Shift Leader

- Assist customers with food and drink orders.
- Generate restaurant's daily cash sheet.
- Resolve customer problems and complaints.
- Work well with others.
- Guide and direct employees.

Lina's Cafe, Kaslik
June 2012 - June 2013
Waitress

- Knowledgeable of the menu, ingredients, and how each item is prepared.
- Assist with restaurant opening and closing.
- Checked with customers to ensure that they are enjoying their meals and take action to correct any problems.

Cyan (FnB), Kaslik
May 2011 - September 2011
Sales

- Greet customers and ascertain what each customer wants or needs.
- Daily check of inventory.
- Maintain records related to sales.

Computer Skills

- Microsoft Office
- POS Ace
- Navision - Accounting Software (Basics)

Language Skills

	Speaking	Writing	Reading
Arabic (Native)	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
French	Good	Good	Good

Hobbies and Interests

Music, dancing, singing, reading, watching movies.

References

References are available on request.