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|  | | |  | HANNA  MAALOUF |
| EDUCATIONHIGH SCHOOL DIPLOMALEBANESE LAW UNIVERSITY 1 YEAR WORK EXPERIENCEAZADEA (BEIRUT) SUPERVISOR 2005- 2007   * Interviews, hires, and trains clerks, stockers, and other warehouse staff. * Oversees the daily workflow of the department. * Assigns jobs and projects to staff to ensure that deadlines are met safely and accurately. * Conducts performance evaluations that are timely and constructive.  ZARA ASSISTANT MANAGER (BAHRAIN) 2007-2010   * Budgeting. * Preparing reports. * Point of Sale (POS) systems. * Cash handling. * Training and coaching staff. * Strategic planning.  GUIAS HOTEL (BYBLOS JBEIL) MANAGER 2010–CURRENT   * recruiting, training and supervising staff. * managing budgets. * maintaining statistical and financial records. * planning maintenance work, events and room bookings. * handling customer complaints and queries. * promoting and marketing the business  **SKILLS**Computer skills Word, excel  **Languages**  Arabic: fluent  French: good  English:very good  Thai: moderate |
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