***Mira Omar Makhroum***

Bekaa,Chtaura, Lebanon

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03/026764 – 08/508126

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| **Objective & Profile** |

I am seeking a job in which I can contribute with my educational experience, in the field

I have studied and my other knowledge’s that I have learned in my life

- To use my talents and my abilities at every given opportunity in order to make a difference.

- To grow on both professional and personal levels.

- To work in a creative, challenging, professional and positive environment.

- To learn from the best so I can be one of the best in any field I work in.

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| **Personal Skills** |

- Motivated, Hardworking, Optimistic,

- Excellent communication skills

- Ability to work under pressure.

- Accustomed to meet strict deadlines.

- Excellent use of Microsoft Office applications, [Word, Excel, PowerPoint)

- A strong believer in team work, quality, uncompromising work ethics, leading by example, coordination and person-to-person management.

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| **Educational Background & Certificates** |

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* **BS. Hospitality & Tourism Management,** **Bekaa-Lebanon,** Lebanese International University, **2003 – 2006**
* **Economics & Sociology, Barelias** official School**, 2003.**

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| **Work Experience** |

* **Chtaura Park Hotel** – Started 2005 – ended 2010
* Receptionist
* Front Desk Supervisor

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| **Languages** |

 **Arabic:** Fluent; Written and spoken

** English:** Fluent: Written and spoken

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| **Additional Information** |

DOB: February 22, 1984

Nationality: Lebanese

Personal Status: Married

Interest and Hobbies: Reading – Music – Cooking

**References Available Upon Request**