Myriam Kayyal

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**Career Objective:**

Seeking a position in Human Resources and opportunity to make a strong contribution by utilizing and expanding upon related education, skills, experiences and capabilities.

**Career Profile**

* **Antoine Saliba World Of Jewelry** Zouk

Sales (7 November 2015- 30 March 2016)

* **CNSS (May2014-July2014)**

Dora, Lebanon

* Managing medicines’ bills data entry process to get them delivered to the accounting department.
* Explaining to people what they need to fix in case there are any mistakes in their bills.
* **Azadea- Pennyblack Stores**

 **(September 2012-December 7-2013)**

 Beirut, Lebanon

**Sales Person:**

* Greet customers and ascertain what each customer wants or needs.
* Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
* Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
* Compute sales prices, total purchases and receive and process cash or credit payment.
* Maintain records related to sales.
* Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
* **Maysoun Restaurant:**

## Supervisor:

* Supervises and coordinates activities of dining-room employees engaged in providing courteous and rapid service to diners: Greets guests and escorts them to tables.
* Schedules dining reservations.
* Arranges parties for patrons.
* Adjusts complaints regarding food or service.
* Hires and trains dining-room employees.
* Notifies payroll department regarding work schedules and time records.
* May assist in preparing menus.
* May plan and execute details for banquets.
* May supervise WAITERS/WAITRESSES, ROOM SERVICE and be designated Captain, Room Service.

**Education:**

 2008 – 2012: Lebanese Canadian University (Lebanon)

Bachelor Degree in Human Resources Management

 2006 – 2008: College Central Jounieh (Lebanon)

 High School Diploma in Sociology-Economics

**Skills:**

* **Language:** Arabic, English
* Proficient with MS Office: Excel, Word, Outlook, & Power Point. / Oracle
* Excellent verbal and interpersonal skills relate easily in all aspects of decision making process.
* Work well as an individual and a team member.
* Ability to work overtime
* Well organized

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| References |
| References Available Upon Request |