**Hadi Jarkas**

**Hospitality Management And Tourism Candidate**

Beirut Lebanon

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Email : [Jarkas\_h@hotmail.com](mailto:Jarkas_h@hotmail.com)

Nationality Lebanese

Date Of Birth : 27/Aug/1994

**Objective:**

To secure an administrative position in an international

Organization where my skills, fresh experience, and my skills in

Hospitality Management can be further developed and effectively

used to the benefit of the community.

**Keyword summary:**

Food Standards, Traveler , Hospitality Event Speaker.

High Customer Satisfaction Rate. Accounting of

Transaction. Room Inspection. Hotel Registration. Handle Customer

Inquiries. Amadeus Booking System. Provide Travel Information.

Windows. Last year in Hospitality Management. GPA Above 2. Microsoft Office. Catering. Mystery Shopper. Smiley. Multi Language. Communicating Skills.

Managing personal time. Cost Control. Sales Presentations.

Marketing Techniques. Conventions and Events Preparation. Media Releases.

**Qualification summary:**

Three years of experience in customer service, and sales operations learning newest trends to solve problems, and answering inquiries; a proven presentation skills

and wide knowledge of hospitality industry .

**Professional Experience**

**( Aug 2013 – Aug 2016 )**

MS Travel Agency

**Salesperson And Customer Service**

* Open and close cash registers, performing tasks such as counting

money, separating charge slips, coupons, Issuing airline tickets , doing worldwide hotel reservations , communicating with worldwide tourists , booking reservations at worldwide restaurants for touristic groups .

* Dealing with huge number of customers with different nationalities and solve their problems , doing their task and dealing with other companies .

**Education**

Lebanese International University,

Beirut

Lebanese International University, Beirut

Undergraduate / Hotel Management and Tourism

Supposed To Graduate In Summer 2017 upon

Availability of my last 3 courses

**Major Courses**:- Food and Beverage Cost Control.- Customer service

management.- Restaurant management.- Travel Agency management (Amadeus application system).- Revenue Management.- Conventions and Meetings Management.- Travel Industry Management.- Sanitation and Health in Food Service.- International Cuisine.

**Related courses**:- Principles of Accounting I & II.- Introduction to Business

management.- Business Ethics.- Principles and Theory of Marketing.-

Introduction to The World of Business- Communication Skills.- Introduction to Microeconomics.- Human Resource Management , Sales Management , Marketing policies and strategy .

**Electives**: - Introduction to Sociology. - Introduction to Theatre

- Introduction to Music .

**Additional Training**

● GWR - Mystery Shopping - Online.

● World Span ( online reservation system )

● Sabre ( Online Reservation System )

**Technical Skills**

● Using POS, and Amadeus operating systems.

● Using Microsoft Office Software.

● Using fax machine, printers, and copy machines.

● Speaking and typing in Arabic, English .

**References**

Given upon request