

# Mouhamad youness

HOSPITALITY AND  
SALES /PERSONAL  
ASSISTANT

## CONTACT

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 Doha.Qatar



## • SKILLS

An effective communicator team worker with proven track record, I am looking for a new challenge in a position where my previous experience, managerial and communication skills can be successfully put to use.

## • EDUCATION

2006 – 2008 BP at damour technical school.

2009 – 2012 BT From CIS as financial studies

### Personal Information

Date Of Birth: 26<sup>th</sup> of june 1988

Nationality: Lebanese

Gender: Male

Marital status: Married

## LANGUAGES

Arabic 

English 

French 

-Qatari light driving license  
-Lebanese light driving license

## REFERENCES

Mouhamad trabolsi :00961 70201738

Hassan kassem : 00961 79120008

## WORK EXPERIENCE

present

**Personal Assistant to the Director of the**

**Communications Authority in**

**Doha ,Mr.Mouhamad Al-Mousawi**

Answering calls and making travel arrangements. Managing internal and external

correspondence on his behalf. Schedule appointments, maintain a calendar of events, and

send reminders. Photocopying, scanning and e-mailing documents, as well as taking notes,

even accompanying him on all his work. and his personal driver

## WORK EXPERIENCE

1/2/2021 – 25/04/2022

*F&B supervisor*

**Regency camp qatar**

Responsible for closing daily sales  
Responsible for store keeping and inventory  
Report to the manager on daily basis

## WORK EXPERIENCE

### Carlton Al moaeibed “ Jaddah Al khobar”

as a Front office manager responsibilities it

keep front desk clean ,tidy and supplied with all the nescessary supplies

Greet,communicate with and welcome guests

keep the office in order

Answer all the customers questions and address their complaints

### Lebanese corner restaurant KSA

2016-2012

#### • as Manager

- Handling guests complain and reports to the manager on daily basis.
- Handling inventories and daily requisitions and control store par stock
- Brief the staff on daily basis regarding service wise, upgrades, or service promotions.
- Attend daily F and B briefing and discuss daily issues.
- Control monthly inventories regarding equipments, linen, and requisitions and report to the manager for any discrepancies.
- Monitoring all guest orders and make sure it is up to the hotel standards.
- Train the staff according to the training plan.
- Monitoring the restaurant service.
- Monitoring the service standards according to the restaurant “LQA”. - Handling guest complains and report to the manager on daily basis - Responsible for daily requisitions and inventories.
- Responsible for monthly inventories.
- Attend daily meetings for the Food and Beverage outlets.
- Train the staff.
- Close daily sales.

### Moustache group

2010–2012

As a Cashier

- Responsible for closing daily sales
- Train the staff regarding service and up selling issues.
- Responsible for store keeping and inventory
- Report to the manager on daily basis

## Training sessions:

- Telephone techniques
- Spirits and alcohol training at le gray hotel
- LQA and HTDI training regarding sequence of service, how to take order from the guest, how to service the order, taking a restaurant reservation, how to handle a guest complain.
- Coffee and tea training
- Fire training at beirut fire bridge.
- Health and safety at Boecker company.
- Food hygiene at Boecker company.
- Up selling techniques .

**Computer Skills:** Microsoft office.