



HUSSEIN AL HALLAK

📍 DOHA-QATAR

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🚗 UAE Driving License

SUMMARY

Experienced Front Office Manager with great interpersonal skills and proven problem-solving abilities. Able to remain cool and positive in fast-paced environment while ensuring high standards of customer care. Friendly and professional Front Office Manager with enthusiasm for making customers and visitors feel welcome. Experience overseeing staff schedules, leading new employee training, managing department budgets and preparing department reports.

SKILLS

- Rate updates
- Reception area auditing
- Microsoft Office
- Customer relations
- Hospitality **services**

EXPERIENCE

July 2022 - December 2024

Front Desk Manager Beautiful Mind Medical Center | ABUDHABI, UAE

- Hosted office meetings with staff to answer questions, resolve issues and keep employees informed of changes.
- Handled the complaints and concerns of customers.
- Managed tasks and responsibilities for front office employees when the team was understaffed.
- Handled communications systems.
- Worked with room service, housekeeping, maintenance and security to meet all guest needs.
- Completed financial audits on a scheduled basis.

December 2021 - June 2022

Customer Sales Associate Luxeport.ae | DUBAI, UAE

- Created attractive displays for merchandise to enhance sales.
- Handled special customer requests to locate out-of-stock items.
- Maintained comprehensive brand and product knowledge to maximise sales opportunities and meet set targets.
- Trained new hires to uphold high standards and deliver quality customer service.

February 2017 - April 2021

Visual Merchandising Manager Land Mark Group | BEIRUT, LEBANON

- Enhanced shop and display appearance utilising seasonal promotions and trends to drive strategy.
- Restructured merchandising strategy to promote high value and products.
- Managed visual displays for [Type] company to drive exposure and increase revenue.

EDUCATION

2014

Bachelor of Arts | brevet

Hajj Bahaa Hariri School, Sidon, Lebanon

- [Degree] Graduate

LANGUAGES

Arabic, English: First Language

French: B1

Intermediate