**Nadia Barakat**

**+961 70 68 7679**

**nadia\_barakat@hotmail.com**

**Dear Sir/ Madam,**

**It gives me a great pleasure to introduce myself being a potential candidate for a vacant position at your esteemed establishment.**

**My background is based on banquet sales (Events/ Conferences) within the Sales & Marketing department.**

**In the recent few years I have developed my skills in catering sales, managing budgets, dealing with guests & planning various events within the tourism industry.**

**I hope you will find my skills adaptable to your management standards and I am sure I could be a good asset to your organization.**

**Nadia Barakat**

Age 37, Married

Lebanese

Address: Doha Aramoun, Lebanon

Mobile: 00961 70 687679

**Employment History:**

October 2013- till present

**Founder of “potsnbites”**

Homemade desserts & savoury bites.

Instagram account: potsnbites

September 2010- December 2012

**Regional Sales & Marketing Manager**

MIGTELECOM , Dubai & Beirut

Telecommunication Infrastructure Services.

**Responsibilities:**

\*Business development: acquiring new contracts related to telecommunication infrastructure for mobile operators (Network planning & design/ Civil works/ Telecom implementation…)

\*Leading & Guiding teams of sales agents.

\*Sales prospection.

\*Customer relations.

March 2007-September 2008

**Senior Catering Sales Executive**

Safir Heliopolitan Hotel, Beirut /Lebanon

144 rooms, 5 Stars Hotel.

February 2006- February 2007

**Catering Sales Coordinator**

Safir Heliopolitan Hotel, Beirut/ Lebanon

February 2005- February 2006

**Food & Beverage Coordinator**

Safir Heliopolitan Hotel, Beirut/ Lebanon

**Responsibilities:**

* **Catering & Banquet Sales (Weddings, Gala Dinners, Conferences, Meetings…)**
* **Establishing good relations with guests.**
* **Systemizing database for all outlets in the hotel.**
* **Coordinating plans to guarantee standard running conditions & productivity in Banquet department.**
* **Submitting monthly database for Food & Beverage Budget.**
* **Meeting suppliers.**
* **Event planning & consulting.**
* **Calling on event organizers and discussing special packages to solicit additional sales and attain more market awareness.**
* **Designing flyers & creating slogans to market & promote events taking place in hotel outlets.**

September 2003- June 2004

**English Teacher**

International School of Knowledge (Al Faris), Riyadh/ Saudi Arabia

2002-2003

* Translating & Reporting: Training at Al Nahar News paper, Beirut/ Lebanon
* Translating raw news
* Reporting/ Covering social, cultural & political events.
* Reporter: Al Watan News paper, Riyadh/ Saudi Arabia

**Education:**

**Lebanese University, Faculty of Information & Documentation, Beirut/ Lebanon**

**Bachelor in Communication, Major in “Advertising & Public Relations”**

**Professional Qualifications:**

* **Fire Fighting & First Aid Certification, “Lebanese Fire Fighting Department”**
* **Holding Lebanese driving license**
* **Computer skills: Fidelio, Power point, Corel draw, Photoshop**
* **Language Skills:**

**English & Arabic/ Expert**

**French/ Intermediate**

**References:**

**Provided upon request.**