

Youssef Shebbani

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Personal Information

Nationality: Lebanese
Date of Birth: 6/10/1991
Marital status: Single
Gender: Male
Address: Haret Hreik, Beirut, Lebanon.

Objectives

A dedicated and passionate team leader. Eager to always develop my capabilities and employ it towards achieving the given objectives and customer's satisfaction.

Education

2014 – 2016	<i>Lebanese International University</i>	<i>Lebanon, Beirut B.B.A. Senior-Business management</i>
2012 – 2014	<i>Lebanese International University</i>	<i>Lebanon, Beirut B.S. Undergraduate - Mechanical Engineering</i>
2011	<i>Rene Muawad High School</i>	<i>Lebanon, Beirut General Sciences Lebanese Bacc.</i>

Skills & Qualifications

Professional Experience

May 2017 –Nov 2017	<i>Administrative and procurement/junior Accountant at Himaya NGO:</i>
	<ul style="list-style-type: none">• Responsible of the petty cash management• Responsible of organizing all the file of the accounting and finance department

- Responsible of all the logistics at the Head quarter
- Responsible of the procurement activities at the Head quarter

January 2017
– May 2017

Administrative coordinator at Himaya NGO:

- Responsible of the petty cash and coordinate with the accounting department about the petty cash management
- Track the Attendance Sheet and make sure that the filling is correct
- Send the Attendance Sheets of all team members to the HR department
- Track the Leave Request Form
- Fill the transportation and tracking sheet including all annual leaves, sick leaves, and special occasions and send it to the HR department
- Respond to the HR department inquiries
- Prepare the driver's schedule for winter as well as summer and deliver it to the driver each day
- Update pay slips on a monthly basis and send them to the HR department signed
- Request work certificates from the HR department
- Centralize all purchase orders, weekly, and validate purchase orders with the Head of Center.
- Check the Stock before any new purchase.
- Regular contact with outside contractors and suppliers to ensure contractors' responsiveness to complaints and on-time professional work completion
- Check and approve on the work schedule of all the center's employee to ensure the necessary permanence center and a good work schedules

June 2016 –
December
2016

Shop manager at Second Cup Coffee – Kentari Branch:

- Responsible of inventory management, food cost, and cost of sales.
- Scheduling and developing the team skills.

- Communicating operational matters with the head office.
- Ensure that the customer service is up to standard.
- Providing action plans for sales growth.

January 2013
–June 2016

Supervisor at Second Cup Coffee – Bliss

Street Branch:

- Winner of Second Cup Coffee International Barista Championship for the year 2013 over 25 international participating regions.
- Responsible for the welcoming environment, customer's satisfaction, products quality, upholding company standards, policies, and procedures.
- Scheduling, training, development and team management.
- Enhanced the quality of service provided; increased the list of loyal customers for the store.
- Contributed to 20% sales increase as compared to the previous year.
- Responsible for the inventory management, ordering, and the café reporting.
- Communicate all operational matters with the operations manager and head office.

August 2011 –
January 2016

Barista at Second Cup Coffee – Rawcheh

Branch:

- Excellence in the speed and quality of service.
- Developed continuously loyal and satisfied customers.
- Implemented operational training for over 25 new employees

June 2008–
October 2008

Kitchen crew at McDonald's:

- Rotated over all service positions.
- Trained on food safety and standards operating procedures.

Competencies

- Microsoft Office programs: Excel, PowerPoint, Word
- Strong personality, diplomatic and sociable.
- Team member with strong ability to work under pressure.

- Goal-oriented with strong leadership capabilities.
- Creative, organized, highly motivated, results driven and detail-oriented problem solver.
- Excellent knowledge in all computer business needs (Internet, Microsoft office, Point of sale systems
- etc.)

Acquired Skills

Since I was a Leader in the **Lebanese Scout Association** – I have acquired the following skills through several training camps and sessions.

- Leadership skills
- Time, anger, and self-management
- Teamwork skills
- Organization and critical thinking
- Communication skills
- A great amount of general knowledge

Languages

Fluent in English and Arabic

Interest

Traveling, Darts, Running, Swimming, and Surfing the web.

References

Available upon request