**Anthony Edmond Mzaaber**

Furn El Chubbak , Beirut

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**Personal Information**

* Date of birth: 5/7/1996
* Nationality:Lebanese
* Marital status: Single

**Objective**

* To use my sales and marketing oriented skills in the best possible way for achieving the company’s sales goals

**Education**

* École Des Arts Et Métiers – Dekwaneh , Lebanon (From 2014 till 2016)

Major: Interior Design

* College Notre Dame du Perpétuel Secours – Furn El Chubbak (From 1999 till 2013)

**Professional Experience**

* Sales Executive – Smallville hotel (March 2017 till present)
  + Cold calling to arrange meetings with new guests
  + Prepare and present sales proposal to potential clients, highlighting the best features and qualities of the hotel
  + Negotiating contracts and packages
  + Follow Up with guests
  + Attending all department and hotel meetings as necessary and sharing best practice with colleagues.
  + Represent hotels in various events and exhibition
* Sales Coordinator – Smallville hotel (October 2016 till February 2017)

- Identify new contacts, develop sales leads, and respond to sales opportunities in order to maximize revenue

- Understand fully the hotel amenities, packages and promotions

- Produce quotations and written confirmation to all guests

- Produce accurate and timely reports that meet the needs of the Sales Director and senior management to include the reporting of appointments

* Receptionist – Hotel Alexandre, Achrafieh (December 2014 till October 2016)

1. Serving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
2. Answering the switchboard, screening and forwarding incoming phone calls
3. Receiving and sorting daily mail/deliveries/couriers

* Sales Executive - ABC Store, Fattal Company , Achrafieh (June 2014 till December 2014)
* Sales interaction, targeting potential customer
* Assist & advise customer

**Professional Training**

* Opera Sales & Catering System – Smallville hotel (March 2017)
* Telephone Techniques Training – Smallville hotel (December 2016)

**Computer Skills**

* Microsoft Office (Excel , Word , PowerPoint)

**Languages**

* Fluent in Arabic , English and French

**Activities & Interests**

* Hiking , Swimming , Tennis

**References**

* Available upon request