



Atef Termos

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WORK EXPERIENCE

Gourmet Royale Fancy Catering -American community school- Beirut

15-08-2008 — 01-09-2014

Line supervisor, public relations, head cashier

Welcome students, provide assistance and respond to their concerns.

Manage students transactions both cash and card payments

- Supervise and participate in kitchen and dining area
- Resolve students complaints regarding food service.
- Enthusiasm for creating delicious food and providing a great service.
- Communicate with students regarding orders, comments, and complaints
- + Payment/Amount in advance For students

Al-shahrour Restaurant-damam- ksa

03-2003 — 06-2008

Controller, head cashier, Delivery Manager

Review customer orders and plan and coordinate delivery activities

Build positive and productive working relationships with customers for business growth.

Analyze and troubleshoot delivery issues in a timely fashion.

Manage a delivery team to ensure timely and accurate customer deliveries.

Dealing with and resolving problems and issues which arise.

La Marquise coffee shop-DUBAI and Higher colleges of technology sharjah

05-1999 — 07-2002

Head cashier-Canteen manager

Playing a leading role in running a successful branch by making the right choices to deliver excellent results and achieve retail goals. Responsible for the profitability and

maximisation of Return On Capital Employed within the branch.

Organising the daily and weekly rotas for the canteen's staff

Managing the daily activities of the branch.

Supervising the day to day activities of a team of 19 staff.

Monitoring staff attendance and performance levels

Possessing a responsible attitude and also calm under pressure.

Monitoring sales and then writing informative reports for the owners.

El-Fayrouz Restaurant(5*)- Lebanon

04-1996 — 16-05-1999

Controller,assistant manager

Liaising with clients to ascertain their precise event requirements. Working closely with key stakeholders at every level of the business to ensure the effective delivery of events.

Handle cash transactions with customers

Overseeing client bookings & reservations.

Experience of organising private functions including parties,birthdays and weddings etc.

Atef Travel

19-03-2015 — present

Manager-events manager

Agency Manager

- Sell travel tickets, packaged and specialized tours, and advise customers on travel plans.
- Coordinate sales promotion activities, approve advertising copy, and travel display work.
- Events Management :
- <http://www.ateftravel.com/events-management>
- ATEF TRAVEL SMM (Social media management)

FAME LB

Jan 2017 — present

Owner - Operator @ FAME LB

Social Media Management & Marketing

Online advertising

Events Management

Public Relations

Artists Management/Model Booking etc.

EDUCATION

Business management -faculty of commerce

1990 — 1995

Beirut arab university

Faculty of law

1989 — 1990

Lebanese university

Lebanese secondary bacc.part 2-math

1988 — 1989

Elite high school

SKILLS	<p>Omega software</p> <p>omega software uae and lebanon (Full Service-quick service-delivery-catering)</p>
DRIVING LICENSE	Yes
LANGUAGES	Arabic,French,English
INTERESTS	<p>Singing</p> <p>Sharing several concerts with big stars</p>
ADDITIONAL INFORMATION	<p>Worked as outlet supervisor in El-Forsan coffee shop-Billiard &snooker Center - Al-Ain-Uae 01-02-2000</p> <p>training in inter-continental hotel -Al-Ain-Uae 08-09-2000</p> <p>Marketing manager -Frensh Bakery- Dubai-Uae from 10-07-00 till 31-12-2000</p> <p>Management of sponsorships for conferences and events.</p>
PROFESSIONAL SOCIETIES	Registered in lebanese hotels,coffee shops & restaurants union-ID no.1410/19-11-1997
REFERENCES	available upon request.