



# Tarek Koudsi

Jeddah, Saudi Arabia 

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Business Management graduate seeking an entry level job in a high-level professional environment. Team player with excellent communication skills, experience in Human Resources, Catering and Hospitality fields. High quality of work, driven and highly self-motivated. Strong negotiating skills and able to work independently.

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## Internship

NOV 2022 – DEC 2022

**Hospitality Supervisor**/Red Sea International Film Festival 2022, Jeddah, Saudi Arabia

- Supervised a team of representatives responsible for all the festival's invitees staying at the Shangri-La hotel in Jeddah.
- Provided guests with information regarding touristic destinations, festivities, and a variety of restaurants by closely collaborating with the hotel's concierge team.
- Prepared handover sheets which included challenges faced and important notes that all representatives must follow.

JULY 2022 – OCT 2022

**Human Resources Intern**/Phoenicia Intercontinental Hotel, Beirut, Lebanon (Re-opening)

- Closely collaborated with the Human Resources director and the Human Resources supervisor during the reopening phase of the hotel.
- Assisted in preparing and filing documents of ex, current and new employees.
- Responsible for preparing new applicants' database during the recruitment process.
- Helped new applicants with the applying process.
- Created contracts for new joiners and learned how to update organizational charts.
- Conducted reference checks on new applicants.
- Supported with preparations of new activities and development programs for the new joiners.

NOV 2021 – DEC 2021

**Catering Supervisor**/Dubai World Trade Center, Dubai, United Arab Emirates

- Executed catering strategies to deliver customers' needs.
- Followed catering etiquette and hygiene standards.
- Adhered to food safety and personal safety requirements.
- Supervised stewarding and kitchen crew to deliver food on time.
- Monitored team performance and reported regular feedback.
- Recorded inventory on daily basis.

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## Skills

- Proficient with Workday
- Team player
- Conflict Management
- Public Speaking

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## Education

JULY 2021

Bachelor's Degree in Business Management/Lebanese American University, Beirut, Lebanon

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## Languages

- Arabic (Native)
- English (Fluent)
- Turkish (Intermediate)
- Spanish (Basic)