

# George Chalhoub

6111-Du Boisé Street, App 9J  
Montréal, QC, H3S 2V8  
(514) 660-5559  
Chalhoub.gc@gmail.com

## PROFESSIONAL SUMMARY

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- Experience in hotel and customer services
- Graduated ,major in Hotel Management
- Knowledge in hotel and restaurant management
- Skills in convention and banquet management
- Organized, good communication skills, leadership skills, responsive
- Languages: English, Arabic, and basic French (currently taking intensive courses)
- Computer skills: Maitre D, IQware software applications, Microsoft office application (Excel-PowerPoint-Word)

## PROFESSIONAL EXPERIENCE

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**Internship** **summer 2013**

**Saint Martin Hotel, Montréal/Canada**

**Guest service agent, housekeeping supervisor, sales representative**

- Front desk, checking In, checking out and reservation procedures
- Housekeeping, inspecting the rooms after cleaning
- Sales, promoting the rooms to corporate account

**Sales Representative** **2013/to date**

**Giorgio Gruppo Roma, Montréal/Canada**

**Manger**

- Selling and merchandising high-end men's apparel
- Assign schedule for the employees
- Create the purchases order
- Supervise the employees

**Bellman** **2013/to date**

**Saint Martin Hotel, Montréal/Canada**

- Greeting guests, providing guests with all information requested; recommending tours; suggesting restaurants and shopping locations.

**Sales Representative** **2011/2012**

**Verso Milano Boutique, Montréal/Canada**

**Manger**

- Selling and merchandising high-end men's and women's apparel
- Assign schedule for the employees
- Create the purchases order
- Supervise the employees

**Sales Representative**

**2010/2012**

**Giorgio Napoli Boutique, Montréal/Canada  
Manager**

- Selling and merchandising high-end men's apparel
- Assign schedule for the employees
- Create the purchases order
- Supervise the employees

**Front Desk**

**Summer 2010**

**Beit Zaman Hotel, Syria**

- Receptionist (providing information about the hotel by phone, and replying to customers' requests by email)
- Reservation Agent (taking reservations by phone and email)
- Concierge (providing guests with all information requested; recommending tours; suggesting restaurants and shopping locations; making reservations for concerts and restaurants)

**Public Relations Manager**

**2006/2007**

**Greece Syrian Express Line, Syria**

- Signing contracts with international oil companies relating to customs and shipping

**EDUCATION**

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**DEC in Hotel Management  
LaSalle College, Montréal**

**graduation June 2013**

**Secondary Education Certificate  
Damascus-Syria**

**2002**

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**References available upon request**

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