

# Wael W. Mokhayber

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## Professional Experience:

*Senior Logistics Officer*

**Arab Thought Foundation**

**2010 – current**

Role involves developing, planning and managing logistical arrangements for events including negotiation with management companies, travel agencies, hotels and other suppliers to ensure cost-effective terms. Managing all governmental and protocol services and acting as the main contact for VIP guests and delegations. Supervising and briefing the operations team on all travel services including transportation, accommodation, visa issuance and flights.

Most recent regional conferences include:

- FIKR Conferences 2010 - 2018 (Beirut – Dubai – Cairo – Casablanca - Abu Dhabi)
- Arab Thought Foundation local and regional activities and events

*Operations Officer*

**Al-Iktissad Wal-Aamal Group**

**2008 – 2010**

Manage the operations department for the company's conferencing service. Role involves maintaining direct contact with participants, hotels, rental car and travel agencies as well as registrations, accommodations and travel packages.

Most regional conferences include:

- Arab International Industrial Forum (The Ritz-Carlton Hotel, Qatar) - May 2010
- Real Estate and Finance Forum (Phoenicia Intercontinental, Beirut) - April 2010
- Abu Dhabi Economic Forum (Emirates Palace – UAE) - February 2010
- The 4th Cairo Investment Forum (Semiramis Hotel, Cairo-Egypt) - December 2009
- Kuwait Financial Forum (Sheraton Hotel & Towers, Kuwait) – November 2009
- Saudi East African Forum (UNCC, Ethiopia) - November 2009
- The Arab Economic Forum (Phoenicia Intercontinental, Beirut) 2008/2009/2010

## Education:

- Bachelor's degree, Informatique  
Lebanese University-CNAM / 2004-2008
- Certificate in Microsoft Excel 2010 – January 2016  
Advance Learning Interactive System Online – ALISON
- Training Course in: Dealing with Difficult People, How to Deal with High Pressure Jobs & Lifestyles and the Art of Making Meetings Work  
International Consulting and Training Network s.a.r.l – 2010

## Languages:

- Arabic: Native language
- English: Reading, writing and speaking fluency
- French: Reading and speaking fairly

References available upon request.