
SARAH FTOUNI

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Travel Consultant

Date of Birth

30 June 1997

Place of Birth

Beirut - Lebanon

Marital Status

Single

Education

2015 - 2018 Bachelor of Business Administration
American University of Beirut - Beirut, Lebanon
With concentration in Marketing

2001 - 2015 French Baccalaureate (Economics and Sociology)
International College - Beirut, Lebanon

Work experience

2018 - Present Travel Consultant
Telco Travel & Tourism - Beirut, Lebanon

- Managing all corporate and individual client accounts on a daily basis.
- Generating and issuing invoices for various transactions such as ticket sales, refunds, hotels, and visas.
- Reviewing cash payments, receipts and fund transfers from and to clients and suppliers.
- Processing, filing, and monitoring all bank transactions.
- Providing clients with up to date travel deals.
- Organizing entire trips by booking the tickets and accommodation as well as securing rental transportation.
- Helping clients with their visa applications.
- Advising travelers on a variety of packages and tours.
- Conducting continuous follow-ups with clients during and after their trip.
- Researching different rates and discounts with various suppliers to maintain competitive deals and prices.
- Storing all the necessary information about new leads and customers in the company's database.
- Managing all social media accounts and promotions.

07/2017 - 08/2017 Intern
SGBL Bank - Beirut, Lebanon

- Processed standard teller transactions for customers including cash withdrawals and deposits.
- Learned how to cash checks and balance cash drawers.

- Assisted tellers by proofing day to day transactions to ensure there are no discrepancies.
- Ensured all customers' information are appropriately processed and maintained.

07/2017 - 08/2017

Intern

Banque du Liban - Beirut, Lebanon

- Learned about the different departments and divisions at the Bank.
- Assisted numerous staff members in different departments in order to understand the workflow.

Skills

Communication



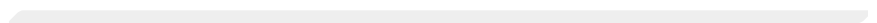
Client Relations



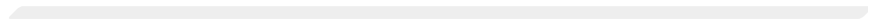
Research & Evaluation



Critical Thinking



Organizational Skills



Languages

- Arabic - Native
- English - Fluent
- French - Fluent
- Spanish - Intermediate

Software

- Microsoft Office (Word, Excel, PowerPoint) - Expert