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DINA ALI HIJAZI

PERSONAL INFORMATIONS

Place of Birth : Beirut – Lebanon.
Date of Birth : 05/12/1994
Nationality : Lebanese
Material Status : Single.
Address : Beirut – Lebanon

EDUCATIONAL QUALIFICATION:

- Sagesse UNIVERSITE: Human Resources**
- CIS College: BT3 in Accounting major**
- Courses in English (American center)**
- Computer course in (ICDL): (Internet & Windows XP & IT & Microsoft Office).**
- Collège notre dame des frères : Brevet**
- Mira Training Center: Travel and Tourism**

Work Experience:

- K-ME: Sales Assistant 2 years**
- Circle Global Logistics: Accountant (training for two months)**
 - Mira Training center: training Amadeus 6 months**
 - Ajouz travel: training Saber 1 month**
 - Bon Voyage Travel: Ticketing –Packages.(1 year)**
 - FLY ME TRAVEL: TICKETING – PACKAGES – VISA (Sabre System/Non-Iata) 2 years**
 - Kurban Travel : Visa Officer**

HOBBIES:

Reading, writing, traveling, cinema and sports.

ABILITIES

- Computer literate, good experience in MS Office, Internet.
- Arabic & English Touch Typing.
- Arabic, English, French Reading Writing.
- Active personality, have the ability to work under pressure.

SKILLS

- . Communication
- . Decision Making
- . Time Management
- . Self-Motivation
- . Ability to work under pressure
- . Leadership

Career Objective

“To pursue a challenging career and be a part of
Progressive organization that gives a scope to
Enhance my knowledge and utilizing my skills
Towards the growth of the organization.”