

MARWA SALEH

Public Relations and advertising



SKILLS

- Word, Excel, PowerPoint , ODOO system , illustrator , attention to details , Teamwork.
- Certification of achievement (OMT & Western union services workshops).



HOBBIES



LANGUAGES

Arabic – NATIVE PROFICIENCY

French – FULL PROFESSIONAL PROFICIENCY

English – INTERMEDIATE WORKING PROFICIENCY



CONTACT

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PROFILE

Positive attitude and enthusiastic to take new assignments, fully committed, seek knowledge and work hard to be efficient and indispensable. Inform people about a product, a mission, an issue, an event, or a person, goodwill toward a person, firm, or institution.



EDUCATION

- **Public Relations and advertising (PR)** **2015-2018:**
Lebanese University- LU
- **Baccalaureate diploma in sociology and economics** **2014-2015:**
Joun's Official School - Joun



EXPERIENCE

TRAINEE AT MIDDLE ESAT AIRLINES (MEA) **1 august 2017- 31 august 2017.**

- Pricing of tickets due to seasons.
- Learning communication techniques and tools.
- Establish good professional relations with employees and customers.
- Learn how to develop successful communication inside and outside the company.
- Learn how to manage time in a good way.

FAWAZ GENERAL TRADING; PHONE STORE **2018- 2019.**

- Sales
- Customer services
- OMT services
- Covering money transfer
- Insurance
- Payment collection
- Governmental services.

RECEPTIONIST AT PANGAEA BEACH RESORT

2020- 2021.

- Meeting and greeting guests
- Booking reservations
- Answering and forwarding phone calls
- Keeping the reception area tidy