

Objective

Looking forward to be a successful expert in the field of business administration, research, accounting, marketing and travel agency by channelizing my administrative knowledge and skills to ensure personal and professional growth and to contribute to the prosperity of the organization.

Education

September 2015 – July 2019

BBA- Business Administration

AUL-Kaslik Campus

Courses: Accounting, Marketing, Management, business research, Management information system, computerized reservation system, and Tourism courses, etc.

GPA: 3.74/4

September 2012 – September 2015

Bac II –Literature and Humanities

Lycee Public -Jbeil

Courses: Mathematics, Information, Sociology, Philosophy, Economics, etc.

Work Experience

September 2019- present

Senior Project Coordinator

Freelance

Some of the projects are:

- Website development and design using CSS, Bootstrap, and HTML-BBA
- Importance of online marketing to the Lebanese organizations-BBA
- The role of social media in internet banking transition during covid-19 pandemic. -BBA
- Role of financial institutions in a depressed economy-BBA
- Management of honey production and its socio – economic impact in Lebanon-BBA
- The side effects of customer service on the corporate image – MBA
- The impact of compensation benefits on the Lebanese organizations' effectiveness-MBA

May 2018 – July 2018

Sales Associate

BB St. Tropez - Jbeil

- Pricing goods, advising and helping customers.
- Manage the POS software (sold goods, monitor the inventory, and manage prices)
- Balancing the cash register and generating reports for credit and debit sales.
- Receiving voices/ invoices and processing refunds and exchanges, resolving complaints.

Personal Data

- Guest Speaker in travel agency management course at AUL Kaslik about IATA, IOSA, ICAO, Dangerous Goods Regulations, Functions and priorities of IATA, and Ticketing in January 2020.
- Trainee, at Safety Travel agency- Byblos from March 2017 till May 2017: pricing, management, marketing and reservation
- Trainee at Amadeus Central System proven by a certificate of completion from September 2016 till March 2017.
- Trainee at Sabre Network proven by a certificate of completion in August 2017.
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Language Ability

- Arabic: Native.
- French: Very good.
- English: Very good

Computer Skills

- Microsoft office pack
- POS software
- Sales and marketing
- Research and data analysis
- Business development
- Proposal writing
- Coding language: HTML, CSS
- Ticketing and Reservation
- Global Distribution System: Amadeus Central System, Sabre travel network.

References

Available upon request.