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Lebanese, Born on 13 March 1995, resident in Bkennaya, Lebanon

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DANIE MOUSSA

Summary

Travel consultant experienced with Galileo GDS and visa process. I am reliable, hard-working with strong attention to detail and eager to learn about new technologies and business issues. Well-versed in customer service, where I meet to assist clients using the best of my qualifications and skills.

Skill Highlights

- Communication
- Social media
- Complex problem solver
- Customer support
- Time management
- Service-focused

Education

- **Digital Marketing** – Current
Tri-Advise, online courses (SEO, Marketing analysis, social media, video advertising...)
- **Master of Business Administration** - Current
AUL University, Lebanon - Jounieh
- **Bachelor in Business, Travel & Tourism** – 2019
AUL University, Lebanon - Jounieh
- **Ecole Officiel Dbayeh** - SE

Experience

Travel Consultant – 02/2022 to 02/2023

Vladimir Travel Agency, Lebanon - Zalka

- Customize travel packages such as tickets, accommodation, travel insurance, and transfer.
- Answer customer calls and respond to their needs.
- Oversee the domestic tours organized by the owner.
- Apply for visa process, and arrange the requirements for travels.
- Manage office work.

Administrative Assistant – 11/2018 to 09/2019

Zeina Farouk Abdo Translation Office, Lebanon - Jal el Dib

- Monitor and advertise Iraqi websites.
- Personally assist the translator.
- Answer customer calls and provide them with the information required.
- Welcome customers and proceed with their documents.
- Manage office work (paying bills, data entry, filing).

Sales Assistant – 07/2015 to 08/2016

Retails group, Lebanon - Dbayeh

- Ensure high levels of customer satisfaction through excellent sales service.
- Keep up to date with product information.
- Describe features and benefits for clients.
- Collect payment from clients whether in cash or credit.
- Maintain and manage stock store.
- Achieve challenging targets every month.

Computer Skill

- | | |
|-------------------|---------------|
| • Microsoft word | • Power point |
| • Microsoft Excel | • outlook |

Languages

- Arabic
- English
- French