

Sarah Shahine

‘Curriculum Vitae

Birthdate: January 10, 2000
Location: Kfarchima, Mount Lebanon
Currently: Booking Agent

Speaking: English, Arabic
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Dear HR Team, this document contains my overall achievements and information to present time, enjoy the read.

Work Experience

2022 - present: Booking Agent – CMA CGM GBS Lebanon | Turkey shipments

- Assisting customers with the shipment process.
- Handling fresh bookings and amendment requests, received from customer or internally.
- Scheduling containers pickups.
- Actively working with the agency in Turkey to achieve the targeted goals.
- Training new joiners.
- Auditing bookings.
- Preparing daily reports.

2021 - 2022: Administrative Assistant at UA – Antonine University | Faculty of Business

- Creating and maintaining administrative documentation.
- Preparing reports, letters, and other written correspondence materials.
- Keeping track of schedules related to students and instructors.
- Providing support for the faculty and dealing with administrative inquiries as appropriate.

2020 - 2021: School Administrative Assistant at ESM - Ecole Saint Maron

- Handling various tasks, from meeting with parents to kids' enrollment process.
- Generating letters and reports.
- Arranging meetings.
- Maintaining the school's social media platforms.

2018 - 2020: Cashier at Le Charcutier Lebanon

- Balancing the cash register.
- Making change.
- Recording purchases.
- Processing returns and scanning items for sale.

Volunteer Experience

- Volunteering for Infant Milk distribution | CMA CGM FOUNDATION
- Volunteering for food parcels distribution | CMA CGM FOUNDATION

Education

2018 - 2021: University Antonine, Bachelor Degree in Business Marketing and Management.

Skills, Personal & Professional

Microsoft Word/Excel/PPT/Canva	Communication
Team player	Committed
Dedicated	Creative
Precise	Responsible

Achievements & Awards

@2021 - **Certificate of Attendance and Participation - Lebanese American University**, LAU case competition, was among the 34 teams that qualified out of 145 teams we took part in a mentorship program delivered by professional consultants and solved 3 business case given by the LAU case competition partnership companies. **(Leo Burnett “winning 2nd place”, MSD, Unilever)**

@2020 - **Training Completion Certificate - Maharat min Google Fundamentals of Digital Marketing.**

references are available upon request.