

Nehmat BAKHOS
Female, 23 year old
Lebanese

Jdeideh, Lebanon
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Education:

Holy Spirit University of Kaslik USEK, Kaslik, Lebanon.
Bachelor degree in Business administration

2020 - 2023

Experience:

Reservation officer
Standalone Group

April 2023 – Present

- Answer customer inquiries and provide information about availability and events schedules.
- Assist customers in making reservations through various channels, including phone, email, and online platforms.
- Handle customer complaints and resolve issues to ensure customer satisfaction.
- Update customer information on the reservation system.

Intern
Bakhos Trading

July 2022 - August 2022

- Assist in organizing action and work plans in areas of human resources, financial management, office management and general administration.
- Assist in updating tracking sheets and other electronic filing systems/records.
- Carry out any other additional duties and responsibilities that may be assigned by the administrative unit.

Certificates

The Metropolis Forums
E-commerce certification.

May 2024

Lebanese Red cross
First Aid certification.

February 2020

Volunteering

Lebanese Red Cross- Youth department.

2019 - Present

Trainings and activities

- Leadership, time management, communication, teamwork, first aid etc.
- AstraZeneca vaccination marathon, Port of Beirut explosion assessment and food parcel packaging, financial campaign etc.

Skills

- ***Technical:*** Microsoft office.
- ***Languages:*** Arabic, English and French.