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: Beirut-Hamra

## **Sandy Akkaoui**

### **Education:**

#### **Lebanese American University**

Continuing Education Program – Human Resources

*Beirut, Lebanon 2015*

#### **University of Saint Joseph**

Gestion – 2eme année

*Beirut, Lebanon 2010*

#### **Les Filles de la Charité**

Lebanese Baccalaureate- E.S section

*Beirut, Lebanon 2007*

### **Professional Experience:**

#### **Satguru Travel Lebanon**

*Beirut, Lebanon  
Nov 2015 – Jun 2017*

##### **Tourism and Travel Officer**

- Promoting existing tourist attractions through advertising campaigns
- Arranging flights, insurance and accommodation
- Using a booking system to secure holidays
- Collecting and processing payments
- Advising clients on travel arrangements, e.g. visas and passports
- Keeping clients up to date with any changes
- Dealing with complaints or refunds

#### **Global Coalition for Efficient Logistics**

*Beirut, Lebanon  
April 2014 – March 2015*

##### **Operations Coordinator**

- Attend meetings to record minutes and recommended follow-up action/ Prepare agendas and make arrangements meetings in the region.
- Assist with travel arrangements and scheduling of appointments.
- Assist with obtaining vendor bids for goods and services.
- Serve as liaison with key external organizations for operational activities.
- Assists in management of regional public / government affairs and operations as well as the development and implementation of policies and procedures.
- Assists in maintaining relationships with pan regional semi-government organizations, Government Ministries, Central Banks, industry associations, and other NGOs.

#### **American University of Beirut**

*Beirut, Lebanon  
January 2014 – March 2014*

##### **Research Assistant / Administrative Assistant**

- Coordinate with the Regional External Program and the Dean's Office on all matters related to admin support of OPU.

- Recruit and follow up on consultants.
- Process all contracts and purchasing electronically (I-Procurement).

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- Carry out financial transactions and processes related to purchasing, personnel, and consultancies.
  - Take minutes of meeting.
  - Prepare workshops at the university.
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## **SocialEyez**

*Beirut, Lebanon  
January 2013 - November 2013*

### **Social Media Researcher and Analyst:**

- Conducting daily, weekly and monthly Social media monitoring and Analysis
- Translation from Arabic to English - French to English
- Coordinating the tasks with the head office in Dubai online
- Performing administrative tasks and assigning work
- Organizing information and structures them into comprehensive reports for our clients
- Monitoring trends using various social media measurement tools, applications and appropriately

## **Music Master**

*Beirut, Lebanon  
June 2010 - September 2012*

### **Administrative assistant:**

- Working as part of a team and supporting the office manager.
- Responsible for the day-to-day tasks and administrative duties of the office.

## **Personal Skills:**

**Computer skills:** MS Office: Excel, Word, And Power Point

**Languages:** Fluent in Arabic, French and English (Reading, writing, speech), Basic Spanish

**Personal:** Able to work in a group or individually with the same motivation

**Hobbies and Interests:** Yoga, Swimming, Traveling and Reading