

Suzanna Ali Zeaiter

Chiah- Rue Rosaline Harb
Al Khalil building
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Date of birth: 30-6-1985
Place of birth: Baalbeck
Citizenship: Lebanese
Marital status: Single



Objective :

Seeking a position which I can apply my expertise in ticketing and hotel reservation, and customer services and my good communication skills in English, French and Arabic

Education :

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|----------------------------|----------------------------------------------------------------------------------------------------------------------|
| October 2003 – August 2007 | Bachelor of business; Imam Ouzai University, Saadnayel, Lebanon Major: Business administration GPA: Good |
| October 2002 – June 2003 | French Baccalaureate; College Chateau des Sciences Baalbeck, Lebanon Emphasis: Sociology & Economy |

Experience :

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|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 2005 | Training at BBAC bank; Baalbeck, Lebanon <ul style="list-style-type: none">• Handled all cash transaction• Opening accounts• Assisted customers• Gives loan |
| July 2007 | Training at Jamal trust bank Baalbeck, Lebanon <ul style="list-style-type: none">• Handled all cash transaction• Opening accounts• Assisted customers |

- Nov 2007 – April 2008 cashier and sales women; Regency- shopping Center- women, kids and men clothes, shoes and accessories
Raouche, Beirut, Lebanon
- Handled all cash transaction
 - Assistant manager
 - help customers to find what they looking for
- May 2008 – Oct 2008 Cashier, Guest services and Receptionist;
Movenpick hotels and resorts, Beirut, Lebanon
- Handled all cash transaction
 - Taking care off all guests recommends
 - Making reservation
- Jan 2008 - Feb2011 Galerie shreif – Baalbeck
- Sales manager
 - Purchase manager
 - Supervisor on other employees
 - Helping customer
- Feb 2013 – present Travel consultant at Acra Agency - Achrafeye
- Ticketing
 - Hotel reservation

Computer skills : Microsoft Applications: Word, Exel, Power point;
Excellent Internet research skills
Micros, world span

| | | | |
|---------------------------|----------|---------|---------|
| <u>Languages :</u> | Speaking | Writing | Reading |
| English | good | good | good |
| French | good | good | good |
| Arabic | good | good | good |

Personal Data : Enjoy all sports, especially football, basket and tennis
Enjoy traveling and learning new cultures and languages
Avoid supporter of the environment.

Reference : Available upon request.

