



## Experience

2009 – 2013

### ASSISTANT TO EDITOR IN CHIEF

Magic Graphics – Hamra - Lebanon

Manage day to day office work including letters, emails, memos, filing and dairy management.

Communicate with the authors regarding receipt, acceptance, revision, improvement or rejection of the submitted papers to the editor in Chief.

Screen and handle telephone calls, inquires and requests.

2002 – 2008

### OFFICE MANAGER

GENATCO – Hamra - Lebanon

Prepare correspondence, maintain and manage incoming and outgoing filing system. Handle highly confidential matters in the office.

Follow up of bids (quotations, purchasing & invoices)

Serve as liaison between key management personnel and coordinate project based work.

Responsible of the daily bases accounts and petty cash.

Coordinate correspondence and financial issues between the office and the bank.

Screen and handle telephone calls, inquires and requests.

2000 – 2001

### SALES EXECUTIVE

Martin Sart – Paris - France

Door to Door and on appointments sales.

Invoices follow up.

Sourcing new business.

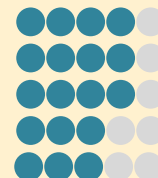
Build relationships with clients by telephone, email and letter.

Working towards individual and team revenue targets.

## Skills

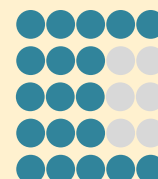
### PROFESSIONAL

Office Management  
Executive Support  
Front Desk / Reception  
Travel Coordination  
Sales Techniques



### COMPUTER

MS Word  
MS Excel  
MS Power Point  
AMADEUS  
Internet/Email/Social Media



### PERSONAL

Organization Skills  
Team Work  
Communication Skills  
Time Management



## Education

### IATA FOUNDATION IN TRAVEL & TOURISM

March 2015 - present

### TRAVEL AND TOURISM

Mira Training Center  
Hamra - Lebanon  
October 2014 – March 2015

### BT ADMINISTRATION

YWCA  
Beirut – Lebanon

### LANGUAGES

Excellent command of French  
Very good command of English  
Very good spoken command of Arabic