**marwa elias bouzeid kai**

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| 1st floor, bouzeid bulit, jesr el bacha, Beirut, Lebanon |
| Phone 961-70-523534 • E-mail Marwabouzeid@gmail.com |
| Personal Information |
|  | Date of Birth: July 5, 1990 |
| Objective |
|  | Belong to an organization whereby I can add value, develop and administer information system and benefit from working with a professional team. Seeking a position to utilize my skills and abilities. |
| Education |
|  | **2007–2010** America University of Science and Technology Beirut, Lebanon Major: Purchase and Selling of Tickets**2003 - 2006** BT1-BT3 Institue Dekwaneh Beirut, Lebanon  Business Administration  |
| Professional experience |
|  | **April 2007- Present** Senior Travel consultant -Nakhal & Cie* Operating Flights, reservation ticketing (Galileo GDS System)
* Hotel bookings
* Services provided for direct clients and corporate
* Assistant manager of ticketing department
* Handling global clients related to CWT
* Supervisor  Agent in Bahrain Air
* Pegasus Airlines reservation ticketing
* Fly Dubai reservation ticketing
* Air Arabia reservation ticketing
* Nas Airlines reservation
* Issue and finalize travel insurance : www.mideast-assistance.com

**Qualifications*** Good Communication Skills.
* Ability to coordinate effectively at all levels within the organization.
* Ability to maintain relations with staff and clients on all levels.
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| Languages |
|  | English/French/Arabic Read, Spoken and Written |
| Computer Literacy |
|  | * Microsoft Office: Word, Excel, Outlook. Power point.
* Ticketing IATA, Tour operator, general knowledge
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