**marwa elias bouzeid kai**

|  |  |  |
| --- | --- | --- |
| 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. |
| Languages | |
|  | English/French/Arabic Read, Spoken and Written |
| Computer Literacy | |
|  | * Microsoft Office: Word, Excel, Outlook. Power point. * Ticketing IATA, Tour operator, general knowledge |