‍Sima Riad Kobayaa

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Objective

* Seeking an opportunity to contribute my extensive range of knowledge, skills, and values in a challenging dynamic position that requires new and innovative ideas, as well as to enrich my experiences.

* To perform duties and responsibilities commensurate to my qualifications.

* To handle the tasks assigned efficiently and effectively using my ability to learn quickly and easily.

Education

Bachelor Degree| 17/06/2015 | American university of science and technology

* Major: Business Management

Lebanese Baccalaureate “| 16/06/2012 | Rawdah High School

* Major: Economics and Sociology

Skills & Abilities

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| **General Skills:**  |
|  * Intelligent, highly qualified and hard working person.
* Highly creative and strong communication.
* Cooperative with colleagues and supervisors.
* Comfortable interaction with people from diverse cultures pleasant personality.
* Flexible, open minded and quick learner.
* Loyal and dedicated to work goals.
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| **Computer Skills Set Synopsis:**  |
| **Operating Systems:** * Windows XP, Vista & Windows 7

. **Applications:** * MS Office Suite
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Experience

Tour operator | Nakhal & Cie beirut, lebanon | july 2013- september 2013

* Managed & Organized outbound packages.
* Hotel reservation (attended meetings with sales executives to get corporate rates).
* Managed & Organized inbound tours for groups, couples and individuals.  Confirming customer names and booking with airlines/hotels  Inbound Tour guide (Lebanon Touristic Sites).
* Providing pricing information and packages to customers
* Handling bookings, invoicing and issuing of tickets

 **Junior HR| Dar AL Rateb, Lebanon | October 2013- September 2014**

* Substantiates applicants' skills by administering and scoring tests.
* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.

Administrator/ officer | al ghaziri exchange | March 2015 – August 2015

* Dealing with telephone and email inquiries
* Arranging documents, filing, and archiving
* Assisting customers and guiding them for the needed procedures
* Liaising with staff in other departments and with external contacts
* Ordering and maintaining stationary and equipment
* Organizing and storing paper work, documents, and computer based information  Photocopying and printing various documents

Private Teacher | Home Tutoring | September 2012 – June 2015

* Work with students to improve their skills in certain subjects.
* Prepare lessons, and assign and correct homework.
* Prepare and correct tests.
* Evaluate students' progress and discuss the results with students and/or their parents.
* Identify students' individual learning needs.
* Prepare invoices and receipts for students or parents.

**References**

* Available Upon Request