|  |  |
| --- | --- |
| **Address:** Tripoli, Lebanon | **Marital Status:** Single |
| **Mobile:** +961 71 369486 | **Nationality:** Lebanese |
| **E-Mail:** Mohamad.S.Shbib@gmail.com | **DOB:** February 14, 1993 |
| **Gender:** Male |  |

**Objective**

Seeking a position in a well-established organization where I can find a challenging opportunity in a competitive and cooperative environment to improve and develop my skills in a way that serve the organizations objectives and eventually affect the organization out-come positively.

**Education:**

* BT3, Accounting & Informatics, North high school, 2012
* IATA (UFTAA), Foundation Of Travel And Tourism, Al Manar University of Tripoli, (Galileo – Sabre) 2012-2013

*Global Traveling and Training Inst., Montreal, Canada* ***2013***

**Work Experience:**

* Pharmacist’s assistant, Al-Soha pharmacy, September 2007-February 2012.
* Waiter, MacDonald’s, February 2012-July 2013.
* Travel Consultant, EDUGATE GATEWAY, July 2013-December 2013.
* Travel Consultant, Fattal Travel And Tourism, January 2014 - Present.
  + *BOOK INTERNATIONAL AND INTERNAL FLIGHTS.*
  + *BOOK HOTELS, CARS, CRUISES, TRAINS TICKETS & BUSSES.*
  + *COMMUNICATE AND DEAL WITH TRAVEL OPERATION FOR INBOUND AND OUTBOUND COUNTRIES.*
  + *PROVIDE QUOTES FOR TRAVEL EXPENSES “GROUPS AND INDIVIDUAL”.*
  + *COMMUNICATE WITH TRAVELERS AND CUSTOMERS WITH HIGH CUSTOMER SERVICE SKILLS.*
  + *DEAL & FOLLOW UP WITH CUSTOMERS.*

**Personal Skills:**

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | Computer Skills:   * Internet * Microsoft Excel * Microsoft Word * Microsoft Power Point * Microsoft Access * Outlook | Skills:   * Customer Service Skills * Leading Skills * Team Work * Resolving Skills | |  |

* Languages:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Speaking | Reading | Writing |
| Arabic | Native | Native | Native |
| English | Very Good | Very Good | Very Good |
| French | Good | Good | Good |

**Experience:**

* Internship, Fattal Travel and Tourism on Saber Reservation Program, September 2013- January 2014.
* Participation in the conference “cultural tourism in Tripoli”, Tripoli, 2013.
* Workshop Training MBIT Program, Tripoli 2013.
* First Aid Safety Tour, Al Manar – University Of Tripoli, Tripoli 2014.

**Hobbies:**

* Writing & reading.
* Swimming.

**References:** Available on request.