

## Rita Bou Azar Chbeir

Address: Residence Chbeir, Kaslik – Lebanon  
Citizenship: Lebanese  
Date of Birth: 05/07/71

Mobile: +961 – (0)3 – 353835  
Marital status: Married  
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### E D U C A T I O N A L   B A C K G R O U N D

- Sept. '87 – June '91**      **Faculte d'information et de documentation (UL); Beirut, Lebanon**  
Advertising and Public Relations
- Sept. '74 – June '87**      **Ste Famille; Beirut, Lebanon**  
Arabic Baccalauréat (Literature Section)
- Jan '14-Jan'15**    **IATA International air transport Association,Beirut,Lebanon**  
American center of Beirut

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### W O R K   E X P E R I E N C E

- December '91–May'96**      **Electro Media; Beirut, Lebanon**  
*Account Executive and PR*
- Consistently achieving significant year-on-year sales targets and growth Responsible for assisting in all areas of a marketing strategy from the development of different elements to their execution. This will include anything from planning market research to organize the distribution of literature, or helping to put on an event
  - Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
  - Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.
- February '15-May'15**      **Rida Travel; Beirut, Lebanon**  
Training in ticketing
- Arranging flights, insurance and accommodation. Using a booking system to secure holidays.
  - Collecting and processing payments.
  - Advising clients on travel arrangements e.g visas and passports.

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### L A N G U A G E S   &   C O M P U T E R   S K I L L S

Spoken Languages	Arabic [mother tongue], French [good], English [good]
Computer Skills	Microsoft Office, Microsoft Windows 98/2000/XP/Vista/7

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### P E R S O N A L   D E T A I L S

Sports, Music, Reading, Skiing and Swimming

**Interests**

Professional classic guitar player