**CURRICULUM  VITAE**

Name: Nada AL NAKADI

Birth Date: September 26th, 1995

Address: Beirut, Moussaytbeh

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***Studies:***

2012-2013: Baccalaureate, Humanity, at Sainte Anne des sœurs de Besançon.

2013-2017: Lebanese University, Faculty of Tourism and Hospitality Management, Degree in Travel and Tourism, English language specialty.

2017: Studying for my Masters in Tourism Management.

***Courses and Certificates:***

2013-2014: International Air Transport Association **(**IATA) course.

2015-2016: International Civil Aviation Organization (ICAO) certificate.

***Professional Experience:***

2014-2015: Training at the Ministry of Tourism, Hamra and Rafic Hariri International Airport.

2016-Present: Back Office Administrative at Tania Travel (since June 1st 2016).

2017: Trained as a Tour Leader in Sharm El Sheikh during Easter charter by Tania Travel’s manager.

2017: Trained as an Assistant Representative of Tania Travel at Sharm El Sheikh International Airport during Easter Charter by Tania Travel’s manager.

***Computer Skills:***

Microsoft Office (Word, PowerPoint, Excel, Access).

Reservation Systems: VIASINC (Galileo, Amadeus).

***Languages:***

Arabic: Excellent

French: Very Good

English: Excellent

Spanish: Basic

***Hobbies:*** Exercising, Reading, Singing.