

# CURRICULUM VITAE

**SARAH SOUHEIL FARHAT**

Haret Hreik +96170003534

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<b>NATIONALITY</b>	Lebanese
<b>DATE OF BIRTH</b>	28 January 1984
<b>ACADEMIC AND</b>	Grade 10 – Lycee Palais Des Pins (1999)
<b>PROFESSIONAL</b>	TS Marketing – AL Afak Institue (2006)
<b>QUALIFICATIONS</b>	Ticketing – CIS College (2015)
<b>COUNTRY</b>	
<b>EXPERIENCE</b>	Lebanon
<b>LANGUAGES</b>	Arabic, French, English

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## OBJECTIVE

Seeking personal and professional challenge and growth in an environment with a professional team, sharing my devotion and experience potential future beneficiaries .

## **PROFESSIONAL EXPERIENCE**

### **February 2018 – Present Nakhoul Travel – Dekwaneh**

- Travel Consultant
- Responsible for securing group airline, meal and tour contracts.
- Responsible for scheduling meetings and travel for team.
- Speak with clients in person, via e-mail and over the phone to discuss their domestic and international travel plans and provide relevant information in regards to methods of transportation, cultural standards, currency exchange, and travel regulations.
- Prepare all ticket exchanges and Refunds, and account reports.

### **December 2015 – January 2018 M Travelling – Byakout Nahr El Mot Road**

- Senior travel consultant
- Customer service representative/ Assist clients with all travel needs
- Manage and lead a team of employees
- Hotels and packages reservation (Organize travels from beginning to end, through booking tickets and accommodation, securing rental transportation etc.)
- MSC Cruise reservation
- Supervisor - Visa Department
- Chief accountant (FOCUS)/ in-charge of all accounting activities of both financial and management accounting.
- Assistant manager/ Working with the General Manager to improve operations, sales and profitability
- Data entry and research

**April 2014 - December 2015 Nakhoul Travel – Dekwaneh**

- Ticketing Officer/Arranged and confirmed tickets for one-side, return, and connecting flight journey for passengers
- Collected payments for ticket reservation and made manual as well as digital entries
- Instructed passengers in carrying required documents such as visas, passports, etc. for air travel
- Informed customers about the delay in flight and reporting time at the airport
- Quoted air ticket fares as asked by customers and booked tickets

**January 2010-December 2013 Elissa Co. for industry and trading–Haret Hreik**

- Director of sales and marketing
- Responsible for the implementation of new marketing strategies designed to maximize revenue and extend the range of sales opportunities and business growth.

**April 2008- January 2010 Elissa Co. for industry and trading–Haret Hreik**

- Secretariat
- Maintain office scheduling and event calendars
- Composed, typed, distributed daily reports and routine correspondences.
- Collected and coordinated the flow of internal and external information
- Managed office equipment and office space
- Established the administrative work procedures for tracking staffs daily tasks

**OTHER SKILLS** Excellent knowledge of traveling software (computer reservations systems, GDS systems and Microsoft Office)

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**References Available upon request**

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