**ABI NAHED RANA**

Birth Date: 16/02/1969, Single.

Nationality: Lebanese.

Bldg. Edmond Abi Saleh, Sagesse Street, Achrafieh, Beirut, LEBANON

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**EDUCATION**

1988 – 1987 Pigier –Supec – Executive secretary

Until 1987 Maison centrale des filles de la charite–Baccalaureate in Philosophy

**PROFESSIONAL EXPERIENCE &TRAININGS**

2019- up to date::

**Sales agent at Charlie Luxury Travel –Hazmieh (part of Charlie taxi)**

2013- 2018 Sep::

**Manager at Horizon Travel -Zalka**

1990– 2013

**Assistant Manager at Klat Travel – Achrafieh**

* Providing an efficient, courteous, and responsive travel booking service to holidaymakers.
* Creating tailor-made luxury holidays to suit clients and ensuring that all administrative terms and conditions of contracts are adhered.
* Filing, photocopying and general administrative duties. Building strong relationships with clients.
* Ability to achieve branch, team sales and profitability objectives. Up selling relevant add-ons, like, insurance, excursions, currency etc.
* Negotiating corporate and best rates with hotels. Advising on and organising visas & passports. Booking rail, hotel, domestic and international air travel.
* Complying with all relevant laws and travel business legislation. Handling high numbers of incoming calls from direct customers and travel trade. Offering holidays to a wide variety of luxury destinations
* Key skills and competencies Strong travel coordination skills. Experience of marketing local and worldwide travel destinations. Able to develop relationships with suppliers to obtain cost effective prices

1988 – 1990

**Gedeon laboratory – Mathaf, Beirut**

* Secretarial work : receptionist and general secretary work

**COMPUTER SKILLS**

Microsoft Office Word, Excel, Power Point, Access

**LANGUAGES**

Written and fluently spoken: French, Arabic and English

**NB: References are available upon request**