**Yara El Kheshen**

**Address :** Hadat, Beirut-Lebanon

**E-mail** : [Yaraelkheshen@hotmail.com](mailto:Yaraelkheshen@hotmail.com)

**Phone No :** 71/510551

|  |
| --- |
| **Career Objective:** |

Seeking for a job position which will make best use of my existing skills, and further my personal and professional development and deliver my expertise in the innovative tourism and hospitality skills

|  |
| --- |
| **­Education:** |

|  |  |
| --- | --- |
| **2016-2019** | Travel and Tourism Management- Lebanese University, faculty of Tourism and Hospitality Management.  (Expected date of graduation: Summer 2019) |
| **2015-2016** High school Degree in Social & Economics at Sohmor High School  .     |  |  | | --- | --- | | **Experience:** |  |   **Eurostocks, Choeifat-Beirut Summer 2016**  Worked for a full-time position as Sales Representative,   * Meeting customers and helping them reach their needs, * agreeing sales, prices and delivery * keeping in contact with customers before and after a sale   **IATA training course (Jun)**  **Infinity travel and tourism (Jul – Sep) Summer 2017**  **Diffa Group Jan 2018 -Jan 2019**   * Usher (welcome, greet, seat, guide, and register the guests in the events, wedding, etc…) * Promoter (inform, assist in sales, create awareness and collect/enter data)   **Nakhal & Cie Summer 2018**  Worked for a full-time position as:   * Sales Associate in Cyprus and Dubai department: checking availability, making reservations, and preparing the full package (ticket -hotel-transfer and visa) (Jun – Oct)   Training at **Skyla Travel (** Amadeus system) **Jun 2019- present**   |  |  | | --- | --- | | **Qualifications:** |  |  * Excellent communication skills and connecting with people * Attentive to detail and very conscientious. * Adaptive for team working. * Work under pressure and handle difficult situations * CERSA certificate  |  | | --- | | **Skills:** |  * **Language:** Arabic (Native) and English(Fluent). * **Computer skills**: Microsoft Word, Excel, Access and PowerPoint.  |  | | --- | | **References:** |   ­  Available Upon Request | |