



**Suzana Hnayneh**

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#### **Career Objectives:**

\*To work for an organization that appreciates initiative and hard work where I can impart the best of my potentials, can enhance my knowledge. And skills regarding my education and can achieve the organization goals.

#### **Personal Details:**

Date of Birth: 1/1/1995 - Age: 24  
Nationality: Lebanese - Residency: Beirut / Lebanon  
Marital Status: Single - Gender: Female

#### **Academic Education:**

- 06 April 2019, Iata Certificate.
- 2013-2017, Arts, Sciences & Technology University in Lebanon. Beirut, Lebanon.  
BBA – Travel and Tourism.
- 2012-2013, Hara International Collage. Beirut, Lebanon.  
Certificate in Sociology and Economics.

#### **Experience:**

- Ticketing agent at Atlasglobal Airlines -03 July 17 till 20 Aug 2019-
- Travel consultant at Cobalt Air -01 May 2015 till 01 Jul 17
- Ticketing Agent at El Ajouz for travel and tourism – 16 Oct 14 till 16 Apr 2015
- Trainee at sky gate

#### **Skills:**

##### **❖ Computer skills**

**OPERATING SYSTEM:** \*Sabre System  
\*Amadeus System

**MICROSOFT OFFICE:** \*Microsoft Word  
\*Microsoft Excel  
\*Microsoft Power Point

**❖ Languages:** English (Fluent), Arabic (Native)

**❖ Personal Skills:** \* Professional attitude at work  
\* Ability to work under pressure  
\* Quick decision taking power  
\* Excellent communication and public relation skills

#### **Reference:**

- \*Eddy Atallah "Sales Manager at Delta Airlines" **03/049135**
- \*Mahmoud Abou Naja "Atlasglobal Station Manager" **03 999816 / 03 916993**
- \*Gonca Akca "Atlasglobal Country Manager" **0090 533939022**