

Rima Ramadan

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To obtain a challenging position within a distinguishing sector where I can utilize my soft skills and solid educational background in management and Tourism, travel and office management .Hard worker person who is able to learn quickly, demonstrates flexibility, persistence and adaptability, and can work well both independently and within a team.

Personal information:

Nationality: Lebanese

Resident of: Barja – El Chouf

Place and date of birth: Barja– Lebanon, 02 April 1998

Objective:

To seek a challenging and career-oriented position in a dynamic organization where I can enhance my knowledge, skills and contribute towards the growth in my professional career.

Education:

- BA in Travel and Tourism Management at Lebanese University
- Lebanese Bac2 (2016)

Experiences:

- YAS Travel and Tourism (Travel Consultant)
 - Arrange transportation, accommodations, and entertainment for business and individual travelers after first assessing their needs and desires.
 - Promote travel packages on behalf of cruise lines, resorts, and specialty travel groups.
- Travel Link (Travel Consultant)
 - Book tickets for travel
 - Book reservations for lodging
 - Handle deposits and payments for bookings

- Stay within the client's budget
 - Review visas, vaccinations, and other travel necessities
 - Resolve issues and emergencies
 - Maintain accurate records
- GBB Travel (Travel Consultant)
 - Arrange travel for vacation, business, spiritual, and medical purposes to customers
 - Listening to customers' preferences and then making a travel plan
 - Suggesting travel plans and destinations to customers
 - Design tour packages
 - Arrange excursions and day trips
 - Book air/rail tickets
 - Adnan Bahij Abou Saleh Est. (Customs Clearance)
 - 3 months trainee.

Certification:

- IATA diploma foundation in travel and tourism (*with distinction*). March 2018
- Centre D'Entrainement pour la Sécurité Aéroportienne (CERSA) Certificat.

Skills:

Writing	The ability to write clear and concise reports, documents, emails and letter
Typing	Typing with great speed and high accuracy.
Data entry	Ability to type-up large amounts of data into electronic systems.
Organizational skills	Being able to organize folders, documentation, projects.
Telephone manners	Having the ability to make phone calls by speaking clearly and slowly in a professional manner.
General administrative duties	Photocopying, scanning, organizing folders, answering customer queries, etc.
Attention to detail	Ensuring that no "small details" are overlooked during tasks, activities...

Computer: Word, PowerPoint, Excel, Htm, GDS systems

Languages:

- Arabic (Native – Advance)
- French (Advance)
- English (Advance)
- Spanish

Reference:

Available upon request