

DINA ALI HIJAZI

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DOB: 05-12-1994

To whom it may concern:

I would like to share you my trip in line of business that starts in 2013 and continues till present time with targets, success and high experience:

Work Experience**FLY ME TRAVEL & TOURISM Sultan Ibrahim, Jnah, Lebanon 2016-Till now****Tasks Performed**

- Travel Consultant

Duties

- Customer Service
- Sales
- Incoming and outgoing packages
- Saber & Amadeus GDS user
- Ticketing
- Visas

K-ME**Hamra 2013-2016****Tasks Performed**

- Sales/ Customer Services

Personal:

- Able to work well under pressure, priorities workload and work to deadlines.
- Can work on own initiative.
- Excellent written and verbal skills.
- Highly motivated with a positive attitude.
- Build excellent relations with the local travel agencies.
- Reliable and punctual.
- Passionate about the world of financial investments.
- Having a high level of intellectual curiosity.
- Willing to travel alone for seminars and exhibitions.
- Ability to coordinate and manage people.
- Direct contact with outbound and inbound suppliers.
- Strong communication.
- Friendly when needed.
- Strong personality.

Educational background and certificate:

- CIS College: BT3 in Accounting Major
- Sagesse University: Bachelor in Human Resources
- Mira Training Center: Certificate in Travel and Tourism

Languages:

- Arabic: Fluent /Reading/Writing / Speaking
- English : Fluent /Reading/Writing / Speaking
- French: Fluent /Reading/Writing / Speaking

