*Curriculum Vitae*

**Sarah Al Banna**

Aley, Lebanon

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**OBJECTIVE**

Seeking a position where I can put to use my academic knowledge, skills and professional experience in the best interest of the business.

**EDUCATION**

**From 2011-To 2014 American University of Science and Technology (AUST)**

**Beirut, Lebanon**

**Bachelor in Business Administration:** Travel and Tourism emphasis

**From 2010-To 2011 Maroon Aboud Secondary School**

**Aley, Lebanon**

**From 1998 -To 2010 Modern National School**

**Aley, Lebanon**

Gained the certificate of **IATA** foundation

**WORK EXPERIENCE**

**2014-2015 Bon Voyage Travel**

**Mathaf, Lebanon**

* Working on Saber program
* Performed duty of travel agent, checking available flights for customers
* Prepare and organize packages
* Customer service and assistance
* Cargo operator
* Manage and maintain shipments.

 **2013 Acra Agency**

**Ashrafieh, Lebanon**

**Internship**

* Working on worldspan program
* Performed general office duties: filing, scanning, mail processing and data Entry
* Searching for available flights
* Managing the time of departure and arrival
* Customer service
* Getting the lowest fare with best airlines
* Contributes to team effort by accomplishing related results as needed
* Handling situation under pressure

**2012 ATTA Travel**

**Aley, Lebanon**

**Internship**

* Working on Galileo and Amadeus programs
* Performed general office duties: filing, scanning, mail processing and data
* Entry
* Searching for available flights
* Managing the time of departure and arrival
* Customer service
* Getting the lowest fare with best airlines
* Contributes to team effort by accomplishing related results as needed
* Handling situation under pressure

**2011 Fransa Bank**

**Aley, Lebanon**

**Intrenship**

* Teller and Customer service
* Opening new accounts
* Communicating with customers about offers
* Always sharp on time

**2011 Home Teaching**

**Aley, Lebanon**

* Teaching elementary student’s different subjects
* Assigning home works
* Instruct students using various teaching methods such as lectures, discussions, and demonstration

**SKILLS**

* Computer skills: Microsoft office tools (word, excel, PowerPoint, access), Knowledge Microsoft.
* Leadership skills, Communication skills, Ability to work effectively under pressure, Self-Motivated and hard worker, team player, persuasive, and able to work well under pressure
* Fast learner and precise at work.
* Good skills in human management, Interpersonal skills
* Willing to work and travel.

**LANGUAGES**

* English (fluent)
* Arabic (fluent)

**REFERENCES**

Available upon request