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| **Curriculum Vitae**  **Oula Issam Salman** |

**Date of birth:** 01/08/1985

**Nationality:** Lebanese

**Address:** Khalde**,** Beirut, Lebanon

**Telephone#:** 03/840169

**Email: oula\_salman@hotmail.com**

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| **Job objective** |

To secure a rewarding and challenging position in which I will utilize my skills, ability and experience with a progressive, growth oriented organization, allowing for both personal and professional growth. I shall discharge my duties to the satisfaction your company’s superiority and shall put my earnest effort for the welfare and enrichment of the company’s name and fame.

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| **Professional experience** |

**June 2015- July 2016 Accountant at Tania Travel**

**DUTIES AND RESPONSIBILITIES**

* General Cashier (daily in-out cash money & checks)
* Invoicing (Tickets, Emds and Tour Sales Invoicing)
* Statements of accounts (customers and employees)
* Receipt vouchers (credit cards slips, cash, checks) and payment orders (PVs)
* Journal voucher for bank advises
* Follow up with customers (emails and phone calls)
* Reconciliation with suppliers

**June 2011-December 2013**

**Administrative Assistant in VIP Travel Agency**

**DUTIES AND RESPONSIBILITIES**

* Dealing with direct Passengers, non IATA agents and companies.
* Checking daily reports(HMPR)
* Invoicing
* Answer client phone calls.

**March 2008- December 2010 at MEA – Officer/ Cargo Freight and mail revenue/ Finance Department  DUTIES AND RESPONSIBILITIES**

* Dealing with outstations agents.
* Receiving flight’s air waybills (prepaid shipment and cc shipment).
* Checking the flights using the daily performance report in order to follow the missing flights.
* Organizing, data processing using E-champ system.
* Rating and charges using the agreements with stations and the IATA specific rules and regulations.
* BILLING procedure in order to get our revenue from agents and give its charges.

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| **Education Background** |

**2015-** MBA IN **NDU** in the field of Management and Marketing.

**2003-2007** **BA** in Business Marketing from **LIU**

**2002-2003** official degree in Life Science- **Amjad High school**

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| **Training and workshops** |

2 Months in summer 2007: Training in BLOM Bank.

**Ticketing course** in center Mira in Hamra.

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| **Computer and Languages** |

Good in Microsoft office and internet.

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| |  | | --- | | **Languages** | |

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| **References** |

Good in English, French and Arabic.

Available upon your reques