Rita Bou Azar Chbeir

Address: Residence Chbeir, Kaslik – Lebanon Mobile: +961 – (0)3 – 353835

Citizenship: Lebanese Marital status: Married

Date of Birth: 05/07/71 E-mail: *chbeirrita7@gmail.com*

**Educational Background**

 **Sept. ‘87 – June’91 Faculte d’information et de documentation (UL);** *Beirut, Lebanon*

 Advertising and Public Relations

###  **Sept.’74 – June ’87** **Ste Famille;** *Beirut, Lebanon*

###  Arabic Baccalauréat (Literature Section)

### **Jan ‘14-Jan’15 IATA International air transport Association,**Beirut,Lebanon

 American center of Beirut

**Work experience**

 **December ’91–May’96 Electro Media;** *Beirut, Lebanon*

 ***Account Executive and PR***

* Consistently achieving significant year-on-year sales targets and growth Responsible for assisting in all areas of a marketing strategy from the development of different elements to their execution. This will include anything from planning market research to organize the distribution of literature, or helping to put on an event
* Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
* Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.

**February ’15-May’15 Rida Travel;** Beirut, Lebanon

 Training in ticketing

* Arranging flights, insurance and accommodation. Using a booking system to secure holidays.
* Collecting and processing payments.
* Advising clients on travel arrangements e.g visas and passports.

 **Languages & computer skills**

Spoken Languages Arabic [mother tongue], French [good], English [good]

 Computer Skills Microsoft Office, Microsoft Windows 98/2000/XP/Vista/7

**Personal Details**

 Sports, Music, Reading, Skiing and Swimming

 Interests

Professional classic guitar player