



TAHANI EL-SHEIKH

tina.el-sheikh@hotmail.com | 0096171404763
Tripoli, North Governorate

PROFESSIONAL SUMMARY

Independent-minded Physician Liaison demonstrating superior sales, marketing and public relations talents. An effective leader willing to interact with office personnel and decision-makers. Ready to generate referrals for a new organization.

SKILLS

- Team leadership Public speaking
- Staff development Risk management processes and analysis

WORK HISTORY

Senior Travel Consultant And Assistant Manager | 06/2014 - CURRENT Dar Al Iman Travel And Tourism-LEBANON - TRIPOLI, TRIPOLI

- Using computer reservations systems for reservations : (sabre/worldspan/amadeus).
- Established internal databases and record management systems to ensure accuracy and integrity of all documentation and data. Collaborated with various team members to ensure guest requests were addressed appropriately and timely.
- Updated team members about changes in hotel products, services, pricing and policies.
- help guests plan trips to domestic or international destinations, tours, accommodation, transport, insurance and fares.
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TICKETING SUPERVISOR | Samad Tours - Tarablus, 07/2014 - 02/2016 North Governorate

- Sold, printed and issued tickets to guests.
- Resolved service-related problems in a timely manner.
- Greeted and assisted guests by gathering information pertaining to reservations or requests.

EDUCATION

Al Manar University Of Trippoli, Tripoli, North Governorate 2015
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