



RASHA ALKABAKIBI

EDUCATION

2004 – Present Damascus University

Damascus, Syria

- Bachelor of English Literature.

LANGUAGES

- Arabic: Mother Tongue
- English: Intermediate

SKILLS & COURSES

- Official IATA/UFTAA Foundation & EBT Course.
- Amadeus Automated Reservation and Ticketing.
- Galileo Automated Reservation and Ticketing.
- English Language Level 8 (Horizon Institute).

EXPERIENCE

**Jul. 2012- Aug. 2012 Present Alfradees Travel & Tourism
Damascus-Syria**

Ticketing & Reservation Agent

Key Duties and Responsibilities :

- Meet and greet walk in, repeat and corporate clients.
- Provide information and advice on issues of travel.
- Provide clients travel arrangements and documents.

Jan. 2010- Feb. 2010 Aloustora Travel & Tourism Damascus-Syria

Ticketing & Reservation Agent

Key Duties and Responsibilities :

- Meet and greet walk in, repeat and corporate clients.
- Provide information and advice on issues of travel.
- Provide clients travel arrangements and document.

**Jan. 2009 – Nov. 2010 Round The World Travel & Tourism
Damascus, Syria**

Ticketing & Reservation Agent

Key Duties and Responsibilities :

- Meet and greet walk in, repeat and corporate clients.
- Provide information and advice on issues of travel.
- Provide clients travel arrangements and documents.

**May. 2008 – Sep. 2008 Present Adonis Travel & Tourism
Damascus, Syria**

Outbound Division

Ticketing & Reservation Agent

Key Duties and Responsibilities :

- Meet and greet walk in, repeat and corporate clients.
- Provide information and advice on issues of travel.
- Provide clients travel arrangements and documents.

Jul. 2007 – Apr 2008 Various Internships Damascus, Syria

Romanian Airlines, Dawn T & T, Arabian Gulf T & T

Ticketing & Reservation Agent

- Meet and greet walk in, repeat and corporate clients.
- Provide information and advice on issues of travel.

- Provide clients travel arrangements and documents.

May. 2005 – Jun. 2007 Al Bassam commercial Est. Damascus, Syria

Recruitment Agency

Executive Secretary

- Receiving recruitment requests from client companies.
- Placing advertisements soliciting applications as required.
- Arranging and prioritizing interviews as per different clients' deadlines, requirements and location.
- Conducting primary interviews and short listing suitable applicants.
- Presenting recommendations to clients.
- Maintaining an efficient database of unsuccessful applicants for future use.
- Handling day to day office responsibilities.

PERSONAL INFORMATION

- First name: Rasha
- Family name: Kabakibi
- Marital status: Single
- Nationality: Syrian
- Mobile: +963935160627
- Date Of Birth : 11/07/1989
- Email : rashak8989@gmail.com