

Abdelghani Idris Imam Mohammed

Corporate Travel Manager



CONTACT

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Personal

Date of Birth: **Jan 13, 1983**
Nationality: **Sudanese**
Marital Status: **Married**

LANGUAGES

Arabic
English
Nubian

OBJECTIVE

Seeking a position in an enterprising organization that will provide me with requisite opportunities and challenges for innovation and demonstration of my professional skills.

To serve my best efforts for an organization and emphasize on growth of individual and organization is also get involved in a team which values coordination, dedication and hard work to improve my skills

WORK EXPERIENCE



12/2012 - Present
Travel & Reservations Manager, Al Jazirah Vehicles Agencies Co. Ltd
Riyadh, Saudi Arabia



06/2009 – 12/2012
Travel Officer, Rotana Media Group.
Riyadh, Saudi Arabia



07/2007 – 06/2009
Ticketing Sales Supervisor, National Travel & Tourism.
Riyadh, Saudi Arabia



04/2007 – 07/2007
Ticketing Representative, Arabian Company for Travelers Services.
Riyadh, Saudi Arabia



08/2006 – 01/2007
Ticketing Representative, Azzah Aviation Company.
Khartoum, Republic of Sudan

EDUCATION

2000 - 2002

Secondary School Certificate (Abi Baker Ibn Al Arabi Secondary School – Riyadh, Saudi Arabia).

2002 - 2004

Diploma of A.IT (Applied Information Technology, Information College – Republic of Sudan – Khartoum).

2021-2021

Professional Diploma of E-Commerce & Digital Marketing, Texas Professional University.

ADDITIONAL SKILLS

- ❖ High and professional ability to deal with VIPs.
- ❖ Practical professionalism in dealing and negotiating with various service vendors.
- ❖ Having a practical and professional relationship with many sales & marketing managers in various fields of travel, tourism, international hotels chains and luxury travel & destinations management companies.
- ❖ Having highly skilled work in the entertainment companies and organizing tourism events.
- ❖ Confident to work independently and as a team member.
- ❖ Excellent Communication Skills.
- ❖ High Customer Service.
- ❖ High Communication & Interpersonal.
- ❖ Well - motivated and hard working.
- ❖ Ability to lead well.
- ❖ Work under high levels of stress and pressure calmly and productively and meet deadlines.
- ❖ Quickly adjustable to any type of environment.
- ❖ Computer & Microsoft office skills.

The Most Important Achievements:

- ❖ Managing the best annual executives' gala event for Rotana Media Group which held in Ras Al Khaimah – U.A.E in 2011.
- ❖ Follow-up of all organizational aspects accompanying the attendance of all-important figures in the opening ceremony of Rotana Café Amman – Jordan in 2012.
- ❖ Supervising on all organizational aspects to prepare the launch ceremony of the F150 in Riyadh in the presence of many personalities in 2015.
- ❖ Managing the transfer of travel operations in Al Jazirah Vehicles Agencies Co. to centralized operations in the head office Riyadh after it had been for years through the branches by ending 2016.
- ❖ Managing the first roadshow for Al Jazirah Vehicles Agencies Co. staff in presence of more than 40 participating parties and it was held in Riyadh & Dammam during January 2019.

Main Responsibilities from the work experience

- ❖ Support corporate as well as group reservations.
- ❖ Ensure to confirm availability plus convey tentative itinerary to respective traveler for approval.
- ❖ Confirm reservations, distributes tickets along with confirmations for travelers.
- ❖ Research on optimal travel alternatives.
- ❖ Coordinate, supervise and implement every aspects of travel arrangements for staff, executives, athletes and production team.
- ❖ Maintain and update profiles for corporate as well as customer travel.
- ❖ Maintain queues to assure approvals as attained as well as deadlines are met.
- ❖ Resolve organization travel related technical conflicts.
- ❖ Research and resolve all incorrect charges with respected to entire travel program.
- ❖ Review travel associated invoices as well as statements for accuracy plus codes for accounts payable.
- ❖ Ensure to compare invoices with genuine travel transactions to validate every charge.
- ❖ Verify entire group reservation request for correctness against meeting profile.
- ❖ Identify most suitable as well as best quality service with reasonable possible rates.
- ❖ Collect information from the travel partner (agency) and hotels vendors etc.
- ❖ Perform with the travel partner (agency) to verify travel details and arrange reservations using existing flight schedules as well as internet resources.
- ❖ Maintain professional image as per organization.
- ❖ Image quality standards.
- ❖ Prepare weekly or monthly reports as required in written as well as computerized.

- ❖ Attain every sales goal established by company.
- ❖ Ensure issuance of International driving permits.
- ❖ Respond to all phones as well as greet clients.
- ❖ Ensure to stock work area of required supplies.
- ❖ Respond to all calls quickly, professionally and courteously.
- ❖ Ensure to complete all return calls every day.
- ❖ Develop travel arrangements with organization-authorized air, car, hotel as well as ground transportation suppliers in cost- effective mode possible.
- ❖ Utilize the latest acquired information to make required arrangements.
- ❖ Upgrade regularly on entire airline rules as well as regulations along with air fares and various industry requirements.
- ❖ Initiate and analyze resolution process to attain mutual understanding on moderately complicated issues.
- ❖ Ensure to account for managing costs required for specific line items as well as projects.
- ❖ Perform closely with stakeholders plus experts to assist identify as well as resolve risks and control business problems.
- ❖ Establish operating goals and plans.
- ❖ Provide continuing analysis and development of technology and systems in area of travel plus expense reimbursement.
- ❖ Monitor training on expense, travel and corporate card process along with tools.
- ❖ Managing investigation as well as resolution of internal plus external client complaints.
- ❖ Develop, monitor and enforce employee expenses, corporate travel and credit card polices.
- ❖ Identify and execute contract negotiations as well as ensure staff using preferred suppliers.
- ❖ Mänge direct relationship among corporation as well as contracted travel partner (agency) and all other vendors.

Training Courses

- | | |
|---------------------------------------------|----------------|
| ❖ Supervisor Skills | November 2018 |
| ❖ Communication Skills | November 2018 |
| ❖ Basic Management Skills. | February 2019 |
| ❖ Microsoft Excel. | February 2019 |
| ❖ How to begin your trade business | September 2020 |
| ❖ Secrets of the e-commerce business world. | October 2020 |

Interests

- ❖ Travelling.
- ❖ Interested in Advertisement & Innovative Ideas.
- ❖ Following the social media.
- ❖ Sports.
- ❖ Getting to Know different cultures.

-----**The End**-----

Hope that you will provide me a chance to work at your esteemed organization and thus offer me an opportunity to prove my professional capacities and I hereby declare that all the above information is correct and accurate.