



FAISAL M. ALROWAILY

Administrative/Travel Management



PROFILE

Energetic and reliable shift in charge skilled at working with a diverse group of people. Strong organization, communication, and relationship- building skills. Eager to bring strong administrative skills to a growing company in need of top- level support.



CONTACT

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SKILLS

Trained to work on different airlines systems



Time Management Skills



Leadership



Trained to work on different airlines systems



Self-motivation



SOFTWARE

Microsoft office



Amadeus – Sabre - SITA



Outlook Essential



Email Etiquette



EDUCATION

- **Corporate and Admin Services** FEB 2019
Worley parsons Academy Total Hours: 36.5
- **HIGH SCHOOL DIPLOMA** JUNE 2005
PRINCE SULTAN



ACTIVITY & COURSES

- **Professional development program at Worley Parsons Academy**
- **Startup Dammam station with Swiss port Gulf air airlines first of SEP2016**
- **Startup Air Arabia and royal Jordanian at first of JUN 2017**
- **Trained 30-35 staff**
- **Acting duty manager during night shifts**
- **Trained at Amadeus**
- **Completed several courses related to ground operation**
- **Completed several courses related to admin position**



EXPERIENCE

- **Saipem Saudi Arabia HR Travel coordinator** present
Leading travel department, responsible for + 5000 employee travel and accommodation / Transportation worldwide.
- **WorleyParsons resources&energy** NOV2018 - JUN2019
Administrative/Receptionist
- **Tashrefat Lounge** DEC2017 – SEP2018
Duty Manager
Meet and greet VIP passengers.Promoted to Duty Manager after 4 Months, represent company in GACA Meeting, rostering and resourcing staff monitoring lounge activity.
- **Swiss port** AUG2016 – AUG2017
Supervisor
Lead passenger services team to ensure staff are trained and motivated to deliver a consistent & excellent standard of service. Supervising and controlling absence, overtime and resources.
- **Qatar Airways** MAR2014 – JUL2016
Airport Service Agent
Check in boarding communication security, handling high load flights and maintain on time performance.
- **Malaysia Airlines** SEP2010 – NOV2011
Traffic Assistant
Administrative tasks, arrange crew rest, transfer passenger when delays or cancellation, post flights, Emails.
- **NHS** FEB2008– MAR2009
Passenger service agent
Check in and boarding for different airlines manual or system.