

# SAFYAH ADEL HASSAN AL-RADWAN

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I'm looking forward to utilize my leadership and technical skills, I consider myself highly motivated. With my experience, I'm comfortable in managing teams or harmonize my skills as a successful team player. I'm open to learn and practice new roles.

## Education

Canadian Academy of Learning ..... 2018 - 4.57 GPA  
*Technology of Computer*  
English Language Level I ..... 2014  
Umm Al-Hammam Secondary School ..... 2006

## Awards & Certificates

• Amadeus Diploma	• Virgin Atlantic airways certificate	• Amadeus General 1: certificate 92%
• Amadeus General 2: certificate 100%	• Amadeus Experts: certificate 95%	• Amadeus Experts: certificate 98%
• Team management Diploma (UK)	• Haccap awareness training certificate	• Worldspan training
• Saber training	• Certificate from CTH (confederation of tourism & hospitality) with three months training	• Food safety management internal audit

## Experience

<b>Housing Advisor, Saudi Aramco</b> ① Assistance interior Designer ② Inspect the company buildings to ensure they apply the safety rules & regulations	2017-Present
<b>Food inspector, Saudi Aramco</b> Food inspection to meet food Safety standards & measures the quality of Hygiene of food Rooms, equipment, food serving, supply, display, food storage, personal hygiene & waste control.	2016-2017
<b>Call center &amp; ladies section Manager, Global Travel Solutions (GTS)</b> Overseeing the corporate and the retail travel requests / Managing bookings and ticketing (Issue, reissue, refund, revalidate, voiding ... etc) / Managing hotels booking / Advising and tailoring trips, holiday's packages, cruises.	2010-2016
<b>Admin scheduler, Promed TV Remote Medical Education</b> ① Scheduling/arranging company meetings with various clients ② Administering medical regional and global courses and lectures ③ Participate in the quality assurance ④ preparing the company education manuals ⑤ Filing/ Encoding Company Records ⑥ Handle the company confidential and sensitive matters.	2008-2010

## Professional Profile

1. Leadership 2. Communication skills 3. Team Work	Gained from experience at Global Travel Solutions as the call center and ladies section head and Admin at Promed TV Remote Medical Education
4. Travel agent management	Gained from experience at Global Travel Solutions as the call center and ladies section head
5. Technological Skills	Word, Excel, Power Point, Oracle, SQL,