

CURRICLUM VITAE

Mobile No.: 0555675321

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Personal Data

Name : Salama
Fathers Name : Hassan Al-Shaer
Nationality : Palestinian (Egyptian Refugee)
Sex : Male
Date of Birth : 1983
Place of Birth : Kingdom of Saudi Arabia - Jeddah
Marital Status : Married
Number of Dependents: 4



Education

1. Diploma in in-flight Management.
2. Diploma Sales and Reservation. 2 years Al-Zoman Institute for Commercial Air Line Services.
 - A. General Travel Knowledge.
 - B. Aviation Terminology.
 - C. Basic Fares & Ticketing.
 - D. Basic Passenger services.
 - E. Basic Air Cargo.
 - F. Basic Ram services.
 - G. Basic Load Control.
 - H. Intermediate Fares & Ticketing.

Languages

- Arabic: Mother Tongue.
- English: Spoken English and writing.

Work Experiences

1. Dar Alhandasah Consultants from 01.05.2014 until now

Duties:-

- Manager Assistant.
 - Administrative Assistant and Secretary
 - Accounting
 - Close accounts and prepare bills.
- **Document controller**
 - Collecting Data of employees and file them.
 - Receive correspondence from Project Manager and handle them.
 - Check Sick leaves submitted by an employee for it's genuinely.
 - Track letters and emails getting through the office.
 - Assist other colleagues to get a job done as team member.

2. Marah International Travel and Tours from 10.06.2012 to 30.04.2014

As Ticketing Manager.

3. Rabya General Contractors from 01.03.2010 to 30.05.2012 as travel coordinator.

4. Yamama Travel Agency from 01.08.2008 to 26.12.2009.

5. Al jazearh Travel Agency from 01.06.2006 to 01.02.2008.

Skills

1. Communication:-

As a reservation & ticketing supervisor, I have gained strong management, communication skills by managing different kind of customers.

2. Planning / Organization:

Organization staff work dealing with conflicts.

3. Team work:

Working as a team member developed transversal relationships with other function. Have ability to work under pressure. Regularly providing help & support to busy colleagues.

4. Computer Skills-

Proficient with the use of M.S. Office & Internet Applications.

References

Personal references available upon request.