

Curriculum Vita

Personal details

Name Tarek El Saabi

Nationality Lebanese.

Date of Birth July 04 7.

Gender Male.

Family Statues Married with 2 children

Email tarekalsaaby@hotmail.com

Mobile No 81 468 528

Education Level: Technical High School - General Mechanics Diploma (BT).

Working Experience:

01 Oct 2015 Till 20 Mar 2018

Cluster Sales Manager **Based In Kuwait** for Nassima Royal Hotel (ex Radisson Royal) & Nassima Tower hotel Apartments & The Palms Beach Hotel & Spa.

Responsibilities for Dubai Properties

- Visiting and following sales with travel agents and providing them more knowledge about our properties and making sure they get to know our hotel facilities and services.
- Visiting local wholesalers to keep the name brand in memory and to know the competition and the market conditions also updating them on our hotel facilities and services.
- Visiting and contracting with airline and following sales.
- Visiting and contracting with corporates for direct deals.
- Visiting and contracting with local Companies, making sure they get to know our hotel facilities and services.
- Contracting for Outgoing Groups from Travel Agencies & Corporate Companies.

Responsibilities for the Palms Beach Hotel & Spa Kuwait

- Daily Briefing & Debriefing meetings
- Weekly sales plan.
- Site inspection, events, meeting clients in hotel for future business,
- Corporate deals with all embassies for their visitors, events, national days, catering
- Corporate deals with airlines and corporate companies.
- Contracting for incoming Groups from Embassies and their Guests as per protocol.

2009 – 2015 Al Fahad Travel, Kuwait

Office Manager

2004 – 2009 Ramsis Travel, Kuwait

Tours Manager for 4 branches.

Responsibilities as Tours Manager.

- Teaching staff on online systems, designing packages , selling to client
- Leading as a team leader.
- Contacting, contracting with worldwide wholesalers , inbound tour operators & hotels.
- Designing Packages, brochures, flyers & newspaper advertisement packages.
- Handling all VIP clients Packages (Private Jets, Villas, Accommodations, transportation,).
- Handling Groups.
- Enrolling students for English courses.
- Solving any problem that could happen with client & staff.

1999 – 2004 Samara Travel , Saudi Arabia VIP Consultant.

Responsibilities

- Handling all arrangement for First class, Business Class Clients (A – Z).
- Visiting VIP Clients at home to assist with their packages.
- Following up with Tours Staff regarding the work that was given from my side.
- Handling incoming visitor and assisting them with accommodation , transport and other services.

1995 – 1999 Anastasia Travel, Lebanon Supervisor.

Responsibilities

- Confirming hotels for outbound travel agencies.
- Contacting clients and check if they need any services to book (tours, dinners, car rental)
- Booking local Car rental with and without Driver.
- Booking worldwide hotels.
- Booking airline tickets.

Additional Experiences:

- Fluent in English & Arabic Languages.
- Hotel Opera System
- Microsoft Office Word, Excel, PowerPoint, Publisher, InfoPath & Outlook.
- Airlines booking system Galileo, Amadeus, Saber.

World Travel Events that I attended

- ITB Berlin 3 times
- ATM Dubai 8 Times
- Indaba South Africa 1 Time

Certificates Link <https://goo.gl/photos/m46ipCgF9dmNJF8N8>

Willing to relocate depending on the job needs.

Hope to hear from you soon.


Regards,
Tarek El Saabi