

Naif Alsaif
Riyadh, KSA

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WORK EXPERIENCE

Senior Sales Officer (SME) – Bupa Arabia for Cooperative Insurance Riyadh, KSA

Dec 2019 - until now

Tasks:

- ❖ Handling sales and contracts
- ❖ Maintaining the highest customer service to clients

Sales and Traffic Agent – Turkish Airlines King Khalid International Airport, KSA

May 2018 – November 2019

Tasks:

- ❖ Checking flight Operations
- ❖ Maintaining the highest service delivery to passengers and airline clients
- ❖ Handles flight interruptions

Supervisor – Swissport Saudi Arabia Ltd. King Khalid International Airport, KSA

May 2017 – April 2018

Tasks:

- ❖ Taking care of flight operations and its safety procedures.
- ❖ Maintaining the on-time performance of the flight.
- ❖ Passenger checking, boarding and arrival assistance
- ❖ Implementing the Standard Operating procedure of the company and the airlines.
- ❖ Conducting security measure for passengers

Agent – Swissport Saudi Arabia Ltd. King Khalid International Airport, KSA

May 2016 – May 2017

Tasks:

- ❖ Passenger checking, boarding and arrival assistance.
- ❖ Baggage Handling.
- ❖ Customer Services and VVIP handling.

Contract Admin – Al Founza Trading and Co. Riyadh, KSA

June 2015 – May 2016

Tasks:

- ❖ Preparing Contract in terms and condition
- ❖ Analyzing and negotiating the bids, prices and qualities,
- ❖ Planning, budgeting and processing invoice.

**Sales Representative – Metals Corner Trade and Industry Co Ltd
Riyadh, KSA**

October 2013 – May 2016

Tasks:

- ❖ Taking care of sales and maintaining high quality service.
- ❖ Handling company files and documents.

PERSONAL INFORMATION

Date of Birth	:	10 September 1993
Place of Birth	:	Kingdom of Saudi Arabia
Age	:	26
Civil Status	:	Married
Citizenship	:	Saudi
Height	:	168cm
Weight	:	55kgs
Spoken Language	:	Arabic – Native/ English - Excellent

SEMINARS/TRAININGS ATTENDED

Everyday Hero

Jeddah, KSA

15-17 December 2019

Introduction to Sales Principle

Jeddah, KSA

15-17 December 2019

Safety Management System

Turkish Airline,

5 August 2018

Information Security System

Turkish Airline,

5 August 2018

Station Information System

Turkish Airline,

5 August 2018

IATA Dangerous Goods Cat 10

Turkish Airlines

18 August 2018

IATA Dangerous Goods Cat 9

Turkish Airlines, Istanbul, Turkey

September 2018

Importance of Customer Complaint and Complaint Management

Turkish Airlines, Istanbul, Turkey

September 2018

Liaison System Training

Swissport Saudi Arabia Ltd., Riyadh, KSA

December 2016

Sabre Sonic System Training

Swissport Saudi Arabia Ltd., Riyadh, KSA

September 2016

Passenger Services Training

Swissport Saudi Arabia Ltd., Riyadh, KSA

May 2016

Aviation Security

Swissport Saudi Arabia Ltd., Riyadh, KSA

May 2016

Fire Safety Training

Swissport Saudi Arabia Ltd., Riyadh, KSA

May 2016

SKILLS

Strong Leadership

Powerful Negotiator

Good Team Player

Problem Solver

Excellent Interpersonal Communication

Fast Learner

Excellent in MS office Application

Excellent in departure Control Systems; Sita Maestro, Sabre, Liaison and Macs

CHARACTER REFERENCES

Engr. Ken Erol Zagala

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This is to certify that the above information is true and correct.

Naif Alsaif

