

Ahmed Saber

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Education

- Bachelor of law May 2022

SKILLS

- Creativity
- Teamwork
- Communication
- Microsoft Office
- Travel Arrangements
- Multitasking
- Confidentiality

Work Experience

Nov. 2023 – present

Security Guard

Al Alamya For Security

Location: Save The Children International Cairo Office.

- Implementing daily safety and security procedures in the organization's buildings.
- Issuing entry permits and protecting employees, buildings and equipment.
- Ensure that visitor procedures are followed and unauthorized curfews are prevented.
- Report suspicious activities immediately and respond quickly to emergencies.
- Regularly inspect security equipment and buildings, and report any damages.
- Ensure that all electronic devices are turned off after working hours.
- Keep a log of visitors when needed.
- Patrolling designated areas and monitoring risks continuously.
- Review and recommend security requirements and liaise with the Regional Security Assistant.
- Handle conflicts and difficult situations calmly and professionally.
- Providing assistance to people in need.
- Provide reports on daily monitoring activities and important events.
- Perform other related duties.

May 2021 – Dec 2022

Operation & Reservation

Zeus Travel Company

- Making reservations for hotels, tours, transfers, flights, and other travel-related services
- Preparing and providing travel documents, such as vouchers, itineraries, tickets, and invoices
- Communicating with customers, suppliers, and internal staff to ensure smooth and efficient operation and reservation processes

- Handling any issues or emergencies that may arise during the travel, such as cancellations, delays, or complaints
- Providing excellent customer service and support to customers before, during, and after the travel
- Promoting and selling the travel and tourism products and services offered by the organization
- Conducting market research and analysis to identify the needs and preferences of customers and potential customers
- Monitoring and evaluating the performance and quality of the travel and tourism services and products
- Maintaining records and reports of the operation and reservation activities and transactions

Nov. 2019 – April 2021

Managing Director	Fast Print Company
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- Developing and executing business strategies to achieve short and long-term goals
- Reporting to the board, providing market insights and strategic advice
- Developing and implementing business plans to improve cost-efficiency
- Maintaining positive and trust-based relations with business partners, shareholders, and authorities
- Overseeing the company's business operations, financial performance, investments, and ventures
- Supervising, guiding, and delegating executives in their duties
- Ensuring company policies and legal guidelines are clearly communicated
- Building and enhancing the company's public profile at events, speaking engagements.

Project Manager	Coordinate internal resources
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- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant internal stakeholders and ensuring technical feasibility
- Lead and oversee all the preparation of the project events and gatherings including schedule, materials, logistics and any other related tasks.
- Supporting the team in all the administrative tasks related to their travel in coordination with the admin and fleet units
- Maintain good relations with all project partners and participate in required events
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques
- Manage the relationship with the client and relevant stakeholders
- Create and maintain comprehensive project documentation

May 2019 – Nov. 2019

Organizer Supervisor

Zeus Travel Company

- Consulting with clients to understand their needs, preferences, and budget for travel and tourism
- Designing and proposing customized travel packages that suit the clients' requirements and expectations
- Booking and confirming reservations for flights, hotels, transportation, tours, attractions, and other services
- Communicating with clients before, during, and after the trip to provide information, assistance, and feedback.
- Handling any issues or emergencies that may arise during the trip, such as cancellations, delays, or complaints
- Evaluating and improving the quality and efficiency of the travel and tourism services offered by the organization
- Maintaining records and reports of the travel and tourism activities

April 2018 – Nov. 2019

Ashour Travel

Domestic Tourism

- Conducting market research and analysis to identify the needs and preferences of domestic tourists
- Developing and executing marketing campaigns and promotional activities to attract domestic tourists to various destinations and attractions
- Negotiating contracts and agreements with tourism service providers and suppliers
- Managing and supervising the staff and operations of the domestic tourism department or organization
- Ensuring compliance with the legal, ethical, and environmental standards and regulations of the tourism industry

May 2016 – Nov. 2017

View Travel

Domestic Tourism Manager

- Conducting market research and analysis to identify the needs and preferences of domestic tourists
- Developing and executing marketing campaigns and promotional activities to attract domestic tourists to various destinations and attractions
- Negotiating contracts and agreements with tourism service providers and suppliers
- Managing and supervising the staff and operations of the domestic tourism department or organization
- Ensuring compliance with the legal, ethical, and environmental standards and regulations of the tourism industry

Jan. 2015 – March 2016

Mariam Tours

Tour Guide

- Informing customers about the itinerary for each tour
- Planning itineraries
- Gathering and maintaining the requisite equipment for each tour
- Familiarizing customers with each region or establishment