

Saeed Jweiles

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Experience

Lady Stern hotel

Jerusalem

Reception & Reservation

October 2022 – Present

- Administered the overall customer experience at the hotel.
- Formed the hotel's up-selling.
- Organized the reservation process.
- Coached the team members on the 5 stars hospitality standards.
- provide customers with a reserved spot for service.

Horizon investments

Remote

Associate

April 2022 – November 2023

- Complete market, product and competitor's research.
- Participate in the business and product development function.
- Documentation of a range of project information which include process documentation system, meeting notes.
- The first point of contact to the potential leads in the market.

Memo global LTD

Jerusalem

Sales representative

July 2023 – October 2023

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Maintaining positive business relationships to ensure future sales
- Addressing common objections while also analyzing their underlying objections.
- Ensuring seamless transactions and customer satisfaction.

Hotel Yehuda

Jerusalem

Head waiter

October 2021 – October

2022

- Responsible for training and managing the waitstaff.
- Managing private events, families and corporate events.
- Work in close cooperation with the Kitchen and Stewarding to ensure a smooth-running operation.

Naviatx CO.

Ramallah

Internship

May 2021 – November 2021

- Making calls and reaching out to potential leads.
- presenting the product in international events.
- Fulfilling tasks assigned by a supervisor.
- Performing research at a supervisor's request.
- Updating social media platforms and writing copy for posts.

Jweiles Bakery (part time)

Ramallah

Reception and cashier

September 2016 – May 2021

- Built and maintained strong relationships with partners.
- Organized and supervised order fulfillment operations to ensure timely delivery and customer satisfaction.
- Organized performance audits for portfolios, clients, and collections.

Middle East Entrepreneurs of Tomorrow(volunteer)

Jerusalem
2018

Logistics coordinator

- Coordinate and follow-up event materials for all events.
- Supporting teachers with essential supplies for daily use.
- collaborating and developing cost-effective logistics solutions.

Education

ALQUDS UNIVERSITY

Bachelor's, Business Administration & Marketing.

East Jerusalem
2017-2021

Youth Development Department

Project Management and Development Course.

Jerusalem
2021

University of Jaén

Mobility semester.

Spain
2020

Middle East Entrepreneurs of Tomorrow

Entrepreneur, leadership And Computer since.

Jerusalem
2015- 2018

Skills

- Ability to deal with changing situations at the last minute.
- The ability to generate solutions and think creatively.
- Adapting to the work team and collaborating effectively within a team.
- The ability to build and develop relationships with customers and explore new opportunities within the scope.