

Sadi Barakat

Address: Kufuor Aqab, Jerusalem

Mobile: 052-5669023 | 059-4501517 | 054-9755655

Email Address: Barakat.sadi1@gmail.com

Education:

2000-2001 Diploma in Electronics Ort College of Technology/ Jerusalem

Employment History:

March 10, 2022- Present UNESCO Driver

- Safely operate and navigate assigned vehicle(s) in compliance with regulations and local traffic laws.
- Transport personnel, officials, and goods to designated locations efficiently and punctually, ensuring adherence to predetermined schedules and itineraries.
- Maintain the cleanliness, functionality, and safety of vehicles by conducting routine inspections, performing basic maintenance tasks, and promptly reporting any issues to the appropriate authorities.
- Provide assistance to passengers as needed, including loading and unloading luggage or equipment, and ensuring their comfort and safety during transit.
- Uphold a professional demeanor and excellent customer service standards while interacting with passengers and representing UNESCO, fostering positive relationships and contributing to a welcoming and inclusive environment.

May 25, 2021- Dec 31, 2021 Aria Hotel Duty Manager

Key Responsibilities:

- Ensuring the highest level of operational and guest service standards at all-time
- Conducting shift briefs and running shifts, liaising with other departments within the hotel.
- Ensuring laws and regulations regarding licensing, food safety, health & safety & fire regulations are adhered to.

Mar 2017-September 2020 Sar El company for Incoming tourism Tour Operator

Key Responsibilities:

- Organizing tours in for clients from all over the world.
- Booking hotels and flights for almost 70 groups per year.

- Preparing financial invoices for the travel agents.
- Managing schedule for Busses, drivers and guides for incoming groups.

Jan 2007- Feb 2017

Guiding Star Company

Driver & logistics Assistant

Key Responsibilities:

- Reserving guides, busses, restaurants for incoming groups.
- Transport staff and equipment safely, according to the weekly movement plan and/ or any adhoc movements.
- Ensure all vehicles are equipped with the necessary equipment and documentation. Undertake daily vehicle checks, identifying possible problems early on and ensuring vehicle safety is maintained at an optimum level.
- Ensure regular and adhoc maintenance of vehicles is undertaken and recorded.
- Ensure the vehicles are fueled and cleaned regularly
- Record accurately all information in the fuel logbooks/ maintenance and repair logs.
- Vehicle technical data and recording any accidents or traffic incidents that occur.
- Undertake other logistics duties as and when required.
- Assisting in undertaking general logistics duties and small maintenance work.
- Managing the petty cash for groups' expenses and other cashier duties.
- Tracking insurance and service schedules of the company vehicles.
- Managing the daily schedule of the company's vehicles.
- Tracking Maintenance & inspection of all the vehicles.
- Keeping track of the Fuel consumption records.
- Maintaining electronic data bases of registration, inspections and maintenance of all the vehicles.
- Solving all issues arising during the tours.
- Performing other duties upon request.

2005-2007 EU "Seyada Project -Empowering the Palestinian Judicial System"

Driver and Receptionist

Key Responsibilities:

- Welcoming arrivals of EU consultants, picking them up from Airport and booking Accommodations for their stays in Ramallah and Jerusalem.
- Responsible on all logistics for preparing the workshops, reserving halls and planning for upcoming events.
- Inspecting the vehicle for safety regulations on daily basis and before each trip.
- Support the maintenance of the EU vehicles.
- Greeting visitors to the EU main office in Jerusalem, whilst ensuring adequate security checks in line with EU standards.

- Directing visitors to the appropriate person.
- Answer, screen and forward incoming phone calls.
- Sending and receiving fax and performing any other duties as required.
- Organize calendar for work schedule.

2003-2005

Jerusalem Tower Hotel

Front Desk Receptionist

Key Responsibilities:

- Conducting check in for all arrivals on daily basis.
- Receiving reservations from local and international travel agents.
- Data Entry of all guests that arrived.
- Reviewing audits and verifications of credit card receivable collections.
- Conducting all phases of audit reporting directly to the managing director on a daily basis.
- Analyzing problematic accounts, make required adjustments on activity statements.

Language:

- Arabic Mother tongue
- English: Fluent
- Hebrew: Fluent

Skills

- Microsoft Office and Internet
- Flexibility organizational and coordination skills
- Excellent Communication skills
- Self-learning ability and willing to improve my skills.
- Ability to work under tight timelines.
- Work under pressure and Strong team player
- Search for a solution, alternatives and make decision accordingly.
- **Familiar with roads and routes in all West Bank cities and Jerusalem area.**

Driving License

Valid Driving License (A1, B, C1) with clean driving record.

References:

- Jouny Khano- Gemm Travel- 0522261260
- Mohammad Zamareh- Petra Bus Company- 0544555544
- Ahmad Abu Hamdan- O.S travel company- 0524766678
- Nidal Junidi- Freelance guide in travel and tourism- 0522541476
- Defana Jelski- Sar El company for Incoming tourism- 0529528386