



Saeed Alghamdi

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Jeddah, Saudi Arabia

SKILLS

- Customer acquisition
- Sales closing
- B2C sales techniques
- B2B sales techniques
- Customer observation
- Product development
- Leadership
- Communication
- Self-Motivation
- Decision Making

LANGUAGES

Arabic

Native

English

Intermediate

PROFESSIONAL SUMMARY

I am looking for new horizons in environments where I can integrate my skills and knowledge in the field of Human Resources Management to carry out various responsibilities and to utilize my knowledge while improving the overall efficiency of your esteemed organization as an active member.

EDUCATION

Bachelor Of Business Administration, Human Resources Management
Jeddah University, Jeddah, Mecca Region

EXPERIENCE

December 2022 - June 2023

Sales Officer, Abdulatif Jameel Company (Toyota), Jeddah, Mecca Region

June 2022 - August 2022

Officer, Jeddah Management Company, Jeddah, Mecca Region

Issuance of a boarding pass and a baggage pass 24.hours before departure

July 2009 - May 2020

Passenger Service Agent, Saudi Ground Seervices (SGS), Jeddah, Mecca Region

- Oversaw ticketing, gate and ramp services.
- Managed team member schedules and work assignments.
- Tagged luggage and routed to appropriate location for loading and screening.
- Instructed passengers on safety and emergency procedures and answered passenger enquiries.
- Checked-in luggage and confirmed carry-on items met security requirements.
- Stayed updated on changes to travel regulations and required documentation.
- Hired, trained and motivated employees to provide exceptional passenger care and support.
- Performed boarding gate duties in line with airline schedule.
- Announced flight status updates and information about gate changes over PA system.

COURSES

- Instructions, regulations and Laws of driving inside the airport yard.
- Air Transport
- Air Safety Guidance and Awareness
- Passenger services 1 and 2
- Several courses in administrative and the ground services