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**Summary**

**Profile: Male, 31, Single**

**Nationality: Jordan**

**Current Location: Dubai, UAE**

**Current Position: Business Development**

**Company: Dubai Travel Agency**

**Work Experience**

**Feb 2015 - Present Freelance - Travel Industry Dubai, UAE**

**Business development**

**- working as a freelance business development for couple of travel agencies in Dubai and doing the following.**

**- targeting new potential corporate clients.**

**- Meet with clients & leads to build relationship**

**- signing contracts with hotels in dubai.**

**- supervise the outgoing & incoming packages.**

**- preparing sales plan for each quarter.**

**- hiring sales people and controlling their sales performance.**

**-Prepare proposal/quotations & assist the customer and reply to their queries.**

**Jan 2014 - Jan 2015 INARA Trading Dubai, UAE**

**Business development executive (Sales & Marketing)** **- Meet with clients & leads to organize site visits**

**- To present or promote lighting products**

**- Prepare proposal/quotations & assist the customer and reply to their queries.**

**- Reporting my weekly pipeline and negotiate my running projects with the sales manager.**

**Feb 2010 - Nov 2013 Al-Sayyed travel and tourism Amman, Jordan**

**Sales Manager**

**-promoting and marketing the business, sometimes to new or niche markets;**

**-managing budgets and maintaining statistical/financial records;**

**-selling travel products and tour packages;**

**-sourcing products and destinations to meet consumer demands for bespoke travel and sustainable tourism;**

**-taking part in familiarization visits to new destinations to gather information on issues and amenities of interest to consumers;**

**-liaising with travel partners, including airlines and hotels, to manage bookings and schedules, often one year in advance;**

**-dealing with customer inquiries and aiming to meet their expectations;**

**-overseeing the smooth, efficient running of the business.**

**Jul 2006 - Oct 2010 Red Carpet Travel & Tourism Amman, Jordan**

**Sales & Marketing Executive**

**- reviews customer services and after-sales services, and maintains sound customer relations.**

**- reply to every customer's comment and follow up with clients.**

**- meet customers and explain their itineraries as per schedules.**

**- manage events and conferences.**

**Education**

**Sep 2002 - Jun 2006 Damascus University Damascus, Syria**

**Economics/ Business Administration, Bachelor Degree (BSc/BA), GPA 85.47**

**Other Certificates**

**2014 public relation & corporate communications**

**Laurels institute of management studies, UAE**

**2014 Sales & Marketing Professional Laurels Institute of business studies, UAE**

**IT Skills**

**Windows & Office tools**

**Excel and Microsoft**

**Office - Microsoft word Advanced**

**Languages**

**Arabic Native**

**English Fluent**

**Italian Fluent**