



Khalid Hassan Abd El Rahman Zuhour

+20- Year Qatar, UAE & Sudan Experience: Administration-Sales & Marketing-Banking-Brokerage-Booking & Reservation-Flight Attending

Phone : +97471189860

E-mail : Khalidkhk084@gmail.com

Date of Birth : 01/04/1976 – Qatar

Male : Single - Muslim

Nationality : Sudanese

PROFESSIONAL PROFILE :

I am a Go-Getter! My experience in the fields of Administration, Sales & Marketing, Banking, Brokerage, Booking & Reservation and Flight Attending -which exceeds 20 years - covers diversity of companies in different sectors.

Moreover, my ability to work independently under pressure combined with excellent interpersonal communication skills allowed me to converse at all levels and establish good relations with both colleagues & superiors as well as clients.

OBJECTIVE

I am keen to find a position that would enrich my professional career in line with my experience, abilities and qualifications. Enjoying both the potentials and the desire to fulfill my duties successfully, I am quite confident I can fill any suitable position to the entire satisfaction of your esteemed organization.

EDUCATION

General Secondary Certificate

1992/ 1993.... Doha- Qatar

EMPLOYMENT

❖ **The State Qatar**

•	Khalid Electrical & Mech. Est. (KEMCO)	Administration Officer	1997 - 1999
•	Gulf Airways	Flight Attendant	1996 - 1997
•	Cleopatra Ticketing & Reservation	Booking Agent	1994 - 1996

❖ **The United Arab Emirates**

•	Phoenix Brokerage L.L.C	Owner & Manager	2007 - 2010
•	Royal Index (Credit Cards)	Marketing Executive	2004 - 2006
•	American Express (Credit Cards)	Marketing Executive	2003 - 2004
•	City Bank (Credit Cards)	Marketing Executive	2000 - 2002

❖ **Sudan**

•	Filian for Investment & Multi Activities LTD	Sales & Marketing Executive	2020 - 2023
•	Abukareem for Abroad Recruitment	Office Manager	2015 * 2018
•	Jeep Call Travel Agency	Travel Agent	2012 - 2014

SKILLS

A) LANGUAGE:

1-	<u>Arabic</u>	Mother Tongue	Written & Spoken
2-	<u>English</u>	Fluent	Written & Spoken
3-	<u>Romanian</u>	Fluent	Spoken

B) COMPUTER:

1-	MS Office: Computer Fundamentals, Windows MS (Word, Excel, PowerPoint, Access, Photoshop)
2-	Internet

EXPERIENCE

1-Office Administration & Basic Accounting :

- 1- Handle versatile day-to-day activities and delegate tasks to other administrative staff.
- 2- In charge of <<Bilingual>> Self Correspondence: Letters, Memos, Reports ... etc
- 3- Serve as Information & Communication Centre to Staff and Internal/External Executives/Depts and Subsidiaries on behalf of Manager. On the other hand, simultaneous and constant follow-up with staff and Internal/External Executives/Depts and Subsidiaries on the status of assignments to meet deadlines and get completed as required and stated by Manager.
- 4- Receive and screen incoming calls and visitors: determine which are priority matters and alert the MD accordingly, make referrals to appropriate staff or provide requested information.
- 5- Make Travel Arrangements & Visa Issuance Procedures as well as preparing, compiling and maintaining travel vouchers, records and checklists.
- 6- Source comprehensive information on any required project : from net, directories, booklets ...etc.
- 7- Create a Recording System of all types of correspondence by assigning <<Register Book>> to record outgoing correspondence & shipments.
- 8- Assisting management with various financial and administrative duties as directed by the Financial Manager on a day-to-day basis.
- 9- Keeping & Filing financial records.
- 10- Assisting in balancing sheets and income statements.
- 11- Assisting with reviewing income and expenses.

2-Sales & Marketing :

- 1- Provide first-class service in order to push the sales of the product.
- 2- Act as an intermediary between producers and clients.
- 3- Make necessary phone calls and meetings to help sales.
- 4- Engage in superior customer service by making information readily available to meet clients inquiries.
- 5- Make product knowledge readily available to self and other sales people through various resources.
- 6- Find ways to sell products in the face of a down market.
- 7- Research client base to find new types of customers and sells to them accordingly.
- 8- Analyze the competition to create a plan for engagement.
- 9- Make product appeal to the target market.

3-Booking & Reservation :

- 1- Take calls and answer questions about airline regulations.
- 2- Help customers make travel plans, offer competitive prices & resolve any related problems.
- 3- Give suggestions for accommodations and car rentals.

4-Flight Attending :

- 1- Tend to passengers' needs and answering any questions they have throughout the flight.
- 2- Help passengers find their seats and conduct pre-flight checks to ensure the cabin is ready for takeoff.
- 3- During the flight, monitor the plane for suspicious behaviours and will deescalate any disruptive situations.
- 4- Trained to respond to emergency situations and direct passengers to evacuation areas.

KNOWLEDGE, SKILLS & PERSONAL ATTRIBUTES:-

- 1- Well acquainted with the Gulf Area: born, lived, finished schooling education & worked in Qatar plus years of work experience in the UAE and Sudan.
- 2- Well versed with Arabic/English usage and grammar.
- 3- Translation skills.
- 4- Well versed with office practices, processes, and computer software programs.
- 5- Enjoy effective interpersonal communication skills that allowed for constant relationship building with internal and external sources.
- 6- Ability to work independently without supervision to finish big load of work under high pressure.
- 7- Organized & analytical and can find new approaches to daily tasks and problems to allow for smoother workflow.
- 8- Ability to make decisions and take appropriate actions.
- 9- Result-oriented with ability to manage multiple projects simultaneously.
- 10- Trustworthy & enjoy high level of discretion.
- 11- Team player with positive attitude and exposed to multinational-staff environment.
- 12- Friendly (Cheerful & Helpful) can get along with others.
- 13- Hold Qatari Driving License

HOBBIES & INTERESTS

Traveling, Reading & Playing Tennis.

NOTE:

Valid Qatari driving license

Qatar transferrable Visa