

Curriculum Vitae

Personal Information

Name: Fahad Badi Mutlaq Almujel

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Professional Summary

Experienced professional with over 9 years in logistics, airport ground services, and tourism consulting. Skilled in customer service, executive support, and coordinating end-to-end operations. Recognized for organizational skills, problem-solving, and delivering high-quality service.

Work Experience

Executive Assistant – Logistics I ROTANA (2021 – 2024)

- Managed logistics and transport operations for corporate and VIP clients.
- Coordinated events and accommodation services for large-scale projects.
- Supported executive management with reporting, contracts, and budgets.

Tourism Consultant I Oman Air (2020 – 2021)

- Provided professional travel and tourism consulting for clients.
- Managed flight bookings, travel itineraries, and customized tourism packages.
- Supported corporate clients in planning and executing business trips and leisure travel.

Airport Ground Service I King Khalid International Airport (2014 – 2019)

- Oversaw and organized ground operations for passengers and airline staff.
- Delivered high-level customer service and resolved travel-related issues.
- Coordinated with airlines and service providers to ensure smooth airport operations.

Skills

- Logistics & Transport Management
- Customer Service & Client Relations
- Event Coordination & Executive Support
- Flight Booking & Travel Consulting
- MS Office (Word, Excel, PowerPoint)
- Fluent English

Education

Diploma in Tourism Management – Saudi Technical Institute & University

Training & Courses

- Customer Service Excellence – (2015)
- Logistics & Transport Management – (2017)
- Travel & Tourism Consulting – (2011)