

RENAD BASAAD

ADMINISTRACION

CONTACT

- ☎ 0551413147
- ✉ RENAD-BASAAD@HOTMAIL.COM
- 📍 Saudi Arabia

EDUCATION

- KING ABDULAZIZ UNIVERSITY -2023
- Bachelor Degree In Tourist Guidance

INTERN

- ABDUL RAOUF KHALIL MUSEUM
TOURISM INTERN
- MEDAD ART GALLERY
GALLERY ASSISTANT / INTERN
- SAUDI GEOLOGICAL SURVEY
ADMINISTRATIVE INTERN / ASSISTANT
- HISTORIC JEDDAH (AL-BALAD)
TOURISM ASSISTANT / CULTURAL GUIDE

SKILLS

- Strategic Planning
- Problem Solving
- Strong communication
- Data Entry
- Creative Thinking
- Data Analysis
- Excel: Sorting data , Pivot tables ,
Keyboard shortcut
- Microsoft Office: (MSWord, MS Excel,
MS PowerPoint)
- Time Management
- Adaptability to Change
- I'm able to handle multiple tasks on daily
basis, Event planning

PROFILE



Friendly and knowledgeable Tourist Guide with a passion for sharing the beauty and culture of Saudi Arabia. Energetic and service-oriented, with strong communication skills and a welcoming attitude. Skilled in managing diverse groups, adapting to guest needs, delivering engaging tours, and providing cultural insights in multiple languages.

EXPERIENCE

Marketing Specialist & Sales Coordinator

Saeed Babtain Factory – Jeddah, Saudi Arabia - 2024

- Assisted in creating and executing marketing campaigns to promote company services.
- Managed customer inquiries and prepared sales quotations.
- Supported the sales team with day-to-day administrative tasks.
- Handled accurate data entry and maintained updated client records in company databases.
- Entered and managed sales and client data accurately using Microsoft Excel.

Customer Service Representative

Saudi Arabian Airlines – Jeddah, Saudi Arabia - 2023

- Assisted passengers with flight inquiries, check-in procedures, and ticketing issues both in-person and via phone.
- Delivered high-quality customer service to travellers from diverse backgrounds in both Arabic and English.
- Resolved complaints and provided travel information with professionalism and patience.
- Promoted a positive travel experience by ensuring smooth and efficient service operations.

LANGUAGES

- Arabic
- English