

Hamzeh Refaai

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☎ 00962798943538

📍 Amman, Jordan

EDUCATION

(CRM) Cultural Resources Management - Tourism

Hashemite University

09/2009 - 08/2013

GPA: Good

Courses

- English, Digital Marketing, Time Management, Management, Evaluation

WORK EXPERIENCE

Sales Supervisor

Brighton Company

05/2020 - 03/2022

Amman

products

Achievements/Tasks

- Responsible for leading the sales team to presenting and selling product to a variety of professional in the coffee industry, while maintaining customer satisfaction also, assist customers with the planning

Sales Executive

RSCN - Wild Jordan/ The Royal Society for the Conservation of Nature

03/2016 - 08/2019

Amman

NGO, Tourism, Products

Achievements/Tasks

- Responsible for promoting facilities and products to travel agencies and other companies, also responsible in maximizing revenue opportunities by driving sales leads and increasing conversions while maintaining customer satisfaction also, assist customers with the planning and booking aspect of their stay and support customers in person, on the phone, online or in-person, answer customers' questions and close the deals.

Human Resources Officer

Farook Wisdom Academy

10/2014 - 06/2016

Educational Academy School

Achievements/Tasks

- organizing staff training sessions and activities monitoring staff performance and attendance advising line managers and other employees on employment law / making sure that staff get paid correctly and on time pensions and benefits administration approving job descriptions and advertisements/ looking after the health, safety, and welfare of all employees and teachers/

Human Resources Officer

Genius Company

11/2013 - 02/2014

Amman

Manufacture and export of clothing

Achievements/Tasks

- Organizing staff training sessions and activities looking after the health, safety, and welfare of all employees Helping in recruiting, training and developing staff making sure that staff get paid correctly and on time pensions and benefits administration approving job descriptions and advertisements monitoring staff performance and attendance advising line managers and other employees on employment law

SKILLS

Sales

Negotiation

Emailing

Event Planning

Public Relation

Product Development

Sales Closing Techniques

Meetings

LANGUAGES

Arabic

Full Professional Proficiency

English

Full Professional Proficiency

INTERESTS

Volunteer Work

Photography

Sports

Reading

Community Involvement