

# Amin Saab Valderrama

## Personal Data

September 14th, 1976 (40 years) Single  
ID number: 12574262  
Urb. Virgen del Vallen sector El Maguey, Puerto la Cruz,  
Anzoátegui, Venezuela  
(0424) 8983008 / (0281) 2677539  
aminsaabv@hotmail.com/asvpost0976gmail.com



## Work Experience

### **SEAPORT AGENCIES, S.A**

*Aug 2017- Feb 2018 by TV.*

(Services)

#### **SHIPPING AGENT**

RENDER INFORMATION SERVICES TO OIL TANKERS AS L, callOADING OR DISCHARGING OPERATIONS AS PER TERMINAL PORTS REGULATIONS, KEEPING CHARTERERS AND OPERATORS UPDATED AS FOR SHIPS MANEUVRES AT PORTS

### **TECHMARINE DE ORIENTE, C.A**

*jul 2016 – Feb 2017*

(Services)

*Venezuela*

#### **HEAD OF CUSTOMER SERVICE AND MARKETING**

ATTEND TO CUSTOMERS, MAKE PHONE CALLS PREPARE BUDGETS AND SERVICE CONTRACTS, MAKE REPORTS OF OCCUPATION AND COMPARATIVE STUDIES OF PRICES ON THE COMPETITION

1 Person under my charge.

### **CORANZTUR**

*oct 2005 - jun 2016*

(Government)

*Venezuela*

#### **PIANNER I**

PLAN AND MANAGE TOURIST QUALITY PROGRAMS AND INSPECT PURVEYORS OF TOURIST SERVICES AND PERFORM TECHNICAL CONSULTANCY ON THE FEASIBILITY OF TOURIST PROJECTS

### **INSTITUTO DE DEPORTES DEL ESTADO**

*Jan 2005 - May 2005*

#### **ANZOATEGUI**

*Venezuela*

(Government)

#### **CHIEF OF PROCUREMENT**

ANALYZE THE ESTIMATES AND QUOTATIONS FOR THE PROCUREMENT OF GOODS AND SERVICES OF THE INSTITUTION AS REGARDS THE PROVISION OF WAREHOUSE, OFFICES AND INTERNAL REQUISITIONS MADE BY SPORTS FEDERATIONS FOR THE PROCUREMENT OF SPORTING INPUTS.ISSUE PURCHASE ORDERS TO EVALUATE THE OFFERS OF SUPPLIERS AND CONTRACTORS IN THE BIDDING INTERNAL PROCESS

3 Persons under charge.

Managed a yearly budget.

## **Mayorality of Barcelona**

(Government)

*feb 1999 - oct 2002*

*Venezuela*

### **TOURISM COORDINATOR**

COORDINATE AND PLAN TOURISM POLICIES AND PROJECTS AT THE MUNICIPAL LEVEL

4 Persons under my charge.

## **Maremares Hotel Resort & Spa**

(Hotel Industry)

*Jan 1998 - Dec 1998*

*Venezuela*

### **CENTRALISTA - PHONE OPERATOR**

MANAGE AND KEEP A RECORD OF THE HOTEL'S INCOMING AND OUTCOMING CALLS

## **Professional Studies**

### **Instituto Universitario de Tecnologia Henry Pittier**

*oct 2005 - apr 2009*

*Venezuela*

#### **COLLEGE DEGREE IN TOURISM**

Tourism

University Average Record: 8.0

## **Tourist Guide**

Instituto Nacional de Turismo INATUR

## **Knowledges**

English: Written advanced

English: Oral advanced

French: Written Basic

French: Oral Básic

Computer operative systems - PC Windows Vista: Seniority Junior

### **TOURISM QUALITY SYSTEMS**

Planning and training in the field of systems and established models of tourism quality addressed to providers of tourist services through the application of quality manuals and referentials

### **SABRE PROGRAM**

Management of the SABRE air ticket reservations system at basic level

### **DIGITAL PHOTOGRAPHY**

Empirical and basic knowledge of digital photography

### **BASIC VOICEOVER**

Knowledge of basic voiceover techniques for narration, series and audiovisual productions.

## **RADIO VOICE OVER**

Basic and technical knowledge of radio Broadcasting and radio programming