

Waleed Almosabi

w.almosabi@gmail.com | Phone: +966509030331 | Riyadh, Saudi Arabia

Work Experience

Partner Relations Manager | Mabaat | June 2023 – February 2025

- Act as the primary contact point between property owners and Mabaat, fostering strong relationships and ensuring smooth communication.
- Led the acquisition of new properties, conducting thorough due diligence to ensure compliance with company standards and expectations.
- Established and maintained a comprehensive dashboard, streamlining communication and enhancing the overall owner experience.
- Drove the growth of the property portfolio by identifying new opportunities and onboarding new apartment owners with a focus on long-term partnerships.

Hospitality Specialist | Mabaat | August 2022 – June 2023

- Managed guest relations and responded to requests, ensuring a personalized and high-quality experience for all visitors.
- Provided dedicated service to VIP and high-profile guests, maintaining strong relationships and catering to their specific needs.
- Monitored and analyzed KPIs, delivering detailed reports and insights to leadership.

Receptionist | Bodul Hotels | January 2021 – April 2022

- Managed the check-in and check-out process for guests.
- Maintained high standards for hotel facilities, ensuring all areas were impeccably always.
- Handled guest requests and resolved complaints promptly and professionally, ensuring guest satisfaction.

Tour Guide | Haya Tours | January 2015 – July 2019

- Delivered engaging and informative tours to local and international tourists, showcasing historical landmarks, museums, and cultural sites both within and outside the city.
- Provided in-depth knowledge about the history, significance, and stories behind each destination, ensuring an immersive and educational experience for diverse audiences.

Education

B.Ss in Heritage Resources Management
King Saud University – Riyadh
GPA (3.39 / 5)

Volunteering and Involvement

Team Leader | Al Janadriyah Festival | 280 Hours

- Directed a logistics support team, coordinating and fulfilling all operational requests to ensure the event ran smoothly and efficiently.
- Provided strategic oversight for on-the-ground logistics, optimizing resource allocation and team performance to meet the dynamic demands of a large-scale event.

Team Leader | Armed Forces Exhibition | 199 Hours

- Led the coordination and execution of event logistics.
- Oversaw guest relations, providing a welcoming and professional environment for VIPs, ensuring all protocols were strictly followed.
- Managed and resolved on-site challenges efficiently, ensuring smooth functioning of the exhibition and maintaining high standards of service and organization.

HIGHLIGHTS AND ACCOMPLISHMENTS

- **The first contact point between national museum and king Saud University:** handling request from the national museum for any need in manpower or lectures held in the university.
- **Microsoft Office Proficiency:** Gained substantial experience in Excel, PowerPoint, and Word through rigorous university assignments and projects, leading to a solid understanding and capability in these tools.
- **Adaptability:** Demonstrated versatility by juggling a diverse range of responsibilities and tasks during past work experiences.
- **Guinness World Record Recipient on Behalf of Saudi Heritage Preservation Society:** Represented the Saudi Heritage Preservation Society in receiving the Guinness World Record for the largest map made of Paragon.

Languages

Arabic (native)

English (fluent)