

# Ahmed Abdalmoaty Mahmoud Almansy

Reservations & Operations Supervisor | Tourism Operations Executive

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## PROFESSIONAL SUMMARY

Results-driven Tourism and Finance Professional with over 7 years of expertise in travel operations, reservations management, and strategic supplier relations. Expert in maximizing booking efficiency across global OTA platforms including WebBeds, Expedia, and Accor ALL. Proven track record in leading cross-functional teams to improve operational workflows by 20% while maintaining 100% accuracy in complex financial reconciliations.

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## PROFESSIONAL EXPERIENCE

### Public Relations Manager (Remote)

Alahlla Tourism – Makkah, Saudi Arabia | Aug 2024 – Present

- **Strategic Partnerships:** Build and manage high-level operational relationships with international travel partners and global hotel chains to ensure inventory availability.
- **OTA & Distribution Management:** Direct complex hotel reservations via global distribution systems including WebBeds, Expedia, EET Global, Beta Travel, and Accor Live Limitless (ALL).
- **Workflow Optimization:** Synchronize efforts between Reservations, Operations, and Finance teams to eliminate booking discrepancies and enhance service delivery.
- **Crisis Management:** Resolve high-stakes guest relations issues and booking conflicts, improving customer satisfaction through proactive follow-up.

### Executive Accountant – Team Leader (Operations & Finance Support)

Alahlla Tourism – Makkah, Saudi Arabia | Aug 2023 – Aug 2024

- **Team Leadership:** Supervised a dedicated team of 5, overseeing daily accounting and operational support tasks.
- **Financial Integrity:** Led the reconciliation of booking-related financial data and managed rigorous month-end closing processes.
- **Process Improvement:** Engineered a new digital workflow that reduced operational processing time by 20%.

## Accountant (Operations & Reservations Support)

Alahlla Tourism – Makkah, Saudi Arabia | Aug 2022 – Aug 2023

- **Transaction Management:** Managed all accounting transactions tied to high-volume daily reservations and tourism operations.
- **Audit & Reporting:** Prepared comprehensive monthly financial and operational reports to track booking performance.

## Receptionist – Administrative Support

Rokn Almonjez Recruitment – Saudi Arabia | March 2020 – Aug 2022

- Managed front desk operations and streamlined internal communication between departments.
- Provided essential support for administrative and financial documentation processes.

## Sales Representative – Financial Support

About Land Food Industries – Egypt | March 2019 – Jan 2020

- **Revenue Management:** Managed invoicing, billing, and collection processes, ensuring timely financial settlements.
  - **Financial Analysis:** Prepared detailed sales and financial reports to support operational decision-making.
  - **Cross-functional Coordination:** Collaborated with finance and operations teams to maintain accurate transaction records.
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## CORE COMPETENCIES

- **Tourism Operations:** GDS/OTA Management (WebBeds, Expedia, Accor ALL), Hotel Inventory Control, Supplier Negotiation.
  - **Finance Support:** Booking Reconciliation, Financial Reporting, Accounts Payable/Receivable.
  - **Professional Skills:** Team Leadership, Remote Work Management, Problem Solving.
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## EDUCATION & CERTIFICATIONS

- **Bachelor of Commerce – Accounting** | Suez Canal University, Egypt.
  - **Professional Financial Accountant Diploma** | MASA International Institute.
  - **Electronic Accounting Diploma** | Harvard International Training (UK).
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## LANGUAGES

- **Arabic:** Native.

- **English:** Professional Working Proficiency (B2) – Fluent in international business correspondence.