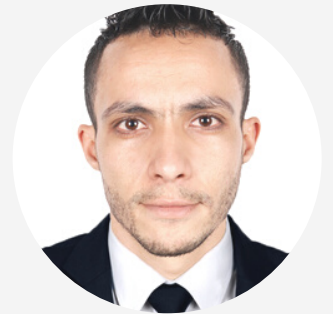


KAHLA SOFIANE

Administrative Officer



☎ +213659149401

✉ kahlasofiane23@gmail.com

📍 Algeria, Annaba

PROFILE

I am a qualified and professional receptionist with more than 3 years of experience in hotels and administrations. Strong creative and analytical skills. Team player with an eye for detail.

LANGUAGES

- Arabic (native)
- English (fluent)
- French (advanced)

SKILLS

- Proficiency in Microsoft office
- Advanced computer abilities
- Excellent communication skills
- Planning and organizing
- Flexible
- Ability to work in a team

EDUCATION

BACHELOR DEGREE IN ENGLISH LANGUAGE

Badji Mokhtar Annaba

2015 - 2018

MASTER IN TRANSLATION (AR-FR-EN)

Badji Mokhtar Annaba

2018 - 2020

EXPERIENCE

HUMAN RESOURCES ASSISTANT (APPRENTICESHIP)

Mariott Sheraton hotel Annaba

June 2018 -

August 2018

- manage payments and benefits of the hotel
- Facilitate communication between administration and employees
- Make schedules and organize events
- train new employees

ADMINISTRATIVE SPECIALIST

Private translation office

2018 - 2020

- Contact and respond to clients' phone calls
- make schedules and appointments for the clients and arrange deadlines
- maintain and translate and organize the office documents

RECEPTIONIST AND MANAGER

Sindbad Hotel

2020 - present

- Welcome and greet guests and check them in
- Lead and make sure that all hotels staff are doing their jobs perfectly
- Responsible for the hotel events and concerts