


RETAJ EL SHARNOUBY


HOSPITALITY AND RECEPTIONIST

 Female

 01006360444

 21-7-1999

 RetajUsama217@gmail.com

 Beet El Masreya Compound – October Gardens - 6
October - Giza.

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I'm seeking a challenging position in a multinational or a local organization or hotel where my educational background and skills can be applied in addition to being an acted participant in the organization's success.

Education

Higher institute of qualitative studies, Tourism department
September 2019 - June 2023

Work experience

Nova beauty clinic Dr. Neven El Habak, Receptionist.
MAY 2022 - APRIL 2024

Reception duties and responsibilities including greeting visitors, booking their appointments, helping them through their visit in the clinic, arrange the meetings of the doctor and plan travel arrangements.

Dental Valley clinic, Receptionist.
APRIL 2021 - MAY 2022

Reception duties and responsibilities including greeting visitors, booking their appointments, helping them through their visit in the clinic, arrange the meetings of the doctor and plan travel arrangements.

Dr. Yehia dental clinic, Receptionist
FEBRAURY 2020 - APRIL 2021

Reception duties and responsibilities including greeting visitors, booking their appointments, helping them through their visit in the clinic, arrange the meetings of the doctor and plan travel arrangements.

Certifications

2020: ICDL course.

Skills

Language:
Arabic (Mother tongue).

Language:
English (Very good written and spoken).

Computer:
Good computer skills.

Computer:
Word, Excel.

Interests

I like cars, bikes, music, travelling, cooking.

Additional information

Good communication skills.
Good negotiation skills.
Fast Learner.
Good in public relations.
Working under stress.
Ability to work in a team.
Problem solving.