

## Aljoharah Al-Ghamdi

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### Objective

- Experienced with a demonstrated history of working in the hospitality industry. Equipped with a diverse and promising skill-set. Committed to achieving the timely completion of projects, and working well with other professionals to achieve our goals.

### Relevant Experience

#### Movenpick Hotel, Front Office Agent

1/2020 (Current)

- Preparing Morning reports, and morning briefing.
- Experience in Opera, Register and check guests in /out.
- Anticipated any problems and communicated with management as needed.
- Maintained strong work relationships with all hotel departments.
- Compute all guest billings, accurately post charges to guest rooms and house accounts.
- Enforce rules and policies of the hotel.

### Skills

- Great ability to interact with customers and represent a good image and service as needed.
- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Flexibility and adaptability to new work environments.
- Eager to improve skills and knowledge.
- Strongly motivated to achieve higher expectations.
- Ability to work well in high pressure environment.
- Professional skills include problem solving, decision-making, strong communication, and time management skills with high moral and ethical standards.
- Great attention to detail.
- Computer skills, Microsoft Excel, Word, and PowerPoint.
- Fluent English

### Education

*Graduation*

#### Al Imam Abdulrahman Bin Faisal University

- Library and Information Science

05/ 2020

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