

# ZAHRA ALSHAFIE

## INFORMATION & CONTACTS:

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- Nationality: Saudi
- Marital Status: Married
- Mobile: 0540632660
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## EDUCATION:

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King Faisal University, Saudi Arabia  
***Bachelor degree in English Language***  
Date of Graduation [2016] [GPA 3.98/5]

## EXPERINCE & ACHIEVEMENTS:

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- Currently working as general manager assistant in Ramada by Wyndham Dammam. [+ 4 Years]
- Energy System Investment Company as CEO assistant [2018]
- Front office at Sheraton Dammam [2017]

## SKILLS & TASKS:

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- Lead all key property issues including capital projects, customer service and refurbishment.
- Manage on-going profitability of the hotel, ensuring revenue and guest satisfaction targets are met and exceeded.
- Prepare a monthly financial reporting for the owners and stake holders.
- Coordination with head of departments for the execution of all activities and functions.
- Corporate client handling and take part in new client acquisition along with the sales team whenever required.
- Responsible for the preparation, presentation and subsequent achievement of the hotel's annual Operating Budget, Marketing & Sales Plan and Capital Budget.
- Helping in the procurement of operating supplies and equipment, and contracting with third-party vendors for essential equipments and services.

**REFERENCES:**

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Mr. Sameer Ahmed Wani  
Room Division Manager  
Mobile phone:966 543259690  
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Mr. Rafik Kamel  
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