

# wafa hassan



## Contact

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qatif

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## Languages

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English

## Courses

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English for 4 months  
Secretary for 1 month  
Introduction to human resource  
function for 1 week

## Education

high school

## Summary

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Administrative Assistant with over 3 years of human resources experience and 2 years experience in customer service worked as office coordinator

## Skill Highlights

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problem solver

Innovative

emotional intelligence

Teamwork

## Experience

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### Sheraton dammam from 19-05-2019 To 30-03-2021

communicatio coordinator

Receiving guest requests and coordinating with departmen staff  
lost and found

completion of staff personnel such as

the special training of each employee -medical reports invoices for  
purchases and time sheet

prepare Reports for Room For the maintenance and cleaning

### Essam Qabbni 2018

Time sheet and coordination of staff leave

work on ERB

petty cash

job offer

data Entry

### Artisana from 15-03-2016 To 2-01-2017

work in government websites

Labour Office

Gosi

Absher

balady