

# ZAHRA ALSHAFIE

## INFORMATION & CONTACTS:

---

- Nationality: Saudi
- Marital Status: Married
- Mobile: 0540632660
- Email: Z.alshafie@outlook.com

## EDUCATION:

---

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

## EXPERINCE & ACHIEVEMENTS:

---

- Currently working as general manager assistant in Ramada by Wyndham Dammam. [+ 4 Years]
- Energy System Investment Company as CEO assistant [1 Year]
- Front office at Sheraton Dammam [8 Months]

## SKILLS & TASKS:

---

- 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.