



SARA NAHAS

Kitchen planner

Personal Info

Nationality

Saudi

Address

An Nawras Dist. Al-Dammam

Phone

+966553175818

E-mail

sara_sn3@hotmail.com

LinkedIn

<http://linkedin.com/in/sara-sami-5304b6154>

Skills

MS Applications



Advanced

Communication skills



Excellent

Management skills



Excellent

Teamwork



Excellent

Organizational skills



Excellent

Customer Service



Excellent

Design skills



Intermediate

Marketing skills



Intermediate

Languages

Arabic



Excellent

English



Advanced

Japanese



Intermediate

OBJECTIVE

Currently looking for a full time position in an environment that offers a greater challenge, where i can utilize my skills and gain further experience management , and the opportunity to help the company advance efficiency and productively.

Experience

2021-Jan - 2021-April

Sales kitchen planner

Ikea

- Talking to people in a polite and friendly manner.
- Using Navision application
- Making invoice
- Design kitchens for customers (kitchen planner)

2020-July - 2020-Dec

Allsafe officer (Quality)

Sofitel Al-Khobar Hotel

- Checking inspected rooms in a day
- Make sure all the ambassadors following the safety rules
- Checking the kitchen & rooms hygiene
- Collect daily written reports

2019-Mar - 2020-July

Receptionist

Sofitel Al-Khobar Hotel

- Taking bookings and cancellations, usually by phone, email or face-to-face and recording the information on computer
- checking in guests, allocating rooms and handing over keys
- answering questions about hotel facilities and about local transport, places of interest and entertainment
- dealing with special requests, such as room service, taxi bookings or wake-up calls
- passing on messages to guests and taking mail for posting
- passing on any guests' problems to the appropriate member of staff
- answering the phone, operating the switchboard and dealing with the email and mail
- checking out guests, adding up their bills and taking their credit, debit card or cash payments

2018-Feb - 2019-Mar

Administrative assistant

Mastoura for Trading & Contracting

- Car tracking
- Timesheet payroll
- Accounting of vehicle bills
- Auto Cad

2017-July - 2018-Dec

Administrative assistant

Manar Al-Basmah, Dammam

- Typed document such as correspondence, draft, memos, and emails
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Schedule and confirm meetings
- Serving as media liaison
- Advertising on social media (Twitter , Instagram & snapchat)
- Receiving and handling telephone inquiry
- Using values computer packages: word , excel and power point
- Filing

Education

2017-Feb - 2020-May

Al-Imam Mohammed Ibn Saud Islamic University

4,56 GPA

- business management

Certifications

2019-Dec

- **Fitness instructor specialist course** Canadian fitness professional

2019-Sep

- **BLS & first aid** Fakhry hospital

2020-Nov

- **Couch trainer TOT** online course

Volunteer experience

2017-Nov

- **Organization** White Expo Al-Khobar

2016-Mar

- **Organization** 996 Box Park Event Al-Khobar

2018-Mar

- **Artist** Rafad Charity Association , Iskan Al-Khobar

2020-Dec

- **Barista** Army Cafe

References

Upon request
