

ALI ALHASSAN ALMAHDAWI

 ali.almahdawi21@gmail.com  966-502258108  Saudi Arabia - Makkah  25-04-1999  Unmarried

Education

the Associate degree of college of technology
The department of management technology in the
field of office management
2019 \ 2020 | Makkah , Saudi Arabia

Work Experience

- **Telephone operator, Accor**
Mar 2019 - Present | Makkah , Saudi Arabia
Achievements and Responsibilities
 - Organizing and Connecting between departments .
 - Receiving external and internal calls .
 - Preparing reports on daily basis .
 - Forward important update between our colleges and other departments .

- **Receptionist, Accor**
Apr 2020 | Makkah , Saudi Arabia
Achievements and Responsibilities
 - Welcoming guest and guide them to their tents or villas .
 - Quick check in and check out for guest convenience .
 - Make sure our guests feel comfortable inside their rooms .
 - prepare arrival , in house and departure guest report and send it to managers .

Courses

- **Human Resource Management**
The Ministry of Justice in Makkah
From 2020/1 to 2020/04
- **Introduction to human resource functions**
Droop - 2020
- **Cambridge English Entry Level Certificate in ESOL International (Entry 2)**

SUMMARY

I have experience in hospitality industries . I was worked as supervisor for Hajj and Umrah pilgrims .







Most Proud Of

- **Physical Organization**
Creative Thinking, Effectiveness, Productivity
- **Planning**
Analyzing Issues, Decision Making, Project Management, Strategic Planning
- **Team Work**
Collaboration, Delegation, Goal Setting, Group Leadership

LANGUAGE

Arabic  %100
English  %100

SKILLS

Leadership  %100
Communication  %100
Self-motivation  %100
Decision Making  %100
MS Office  %80
Opera system  %80

Hobbies

 Travel  Swimming
 Reading  Football