

PROFILE

ALI MANSOR ALGHASHAM

PHONE:

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Address :

Dammam , KSA

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Marital status :

Single

Date of birth :

7/3/1996

SKILLS

- Communication
- Applications in the computer
- Team work
- Time management

LANGUAGE

- Arabic
- English

OBJECTIVE

To be a part of a highly professional team, to seek greater challenges and more responsibilities in an Administrative oriented company, to apply the knowledge attained from my previous knowledge and widen it.

EDUCATION

Diploma of the institute of public administration

2018 - 1440

Executive secretary

Rate :4.05 / 5

Studying English

In new Zealand for four months

TRAINING

The royal commission in Jubail

Cooperative training for 6 weeks.

EXPERIENCE

Working at Lulu Hypermarket

as cashier for 6 months.

Working at Carlton

Al Moaibed Hotel since 1/9/2019 till now

***RECEPTION**

Greeting hotel guests.

Make check in , check out.

Carrying out all tasks , office work and administrative tasks.

Respond to phone calls and emails.

Make a reservations.