













PERSONAL

-  **Name**
Abdulaziz Essa
-  **Address**
Jeddah-Saudi Arabia
Jeddah
-  **Phone number**
0568811487
-  **Email**
ysyz60456@gmail.com
-  **Date of birth**
09-03-1994
-  **Place of birth**
Jeddah
-  **Gender**
Male
-  **Nationality**
Saudi
-  **Marital status**
Single
-  **Driving licence**
Saudi Arabia

INTERESTS

-  Swimming
-  Watching Movies

LANGUAGES

- English ★★★★★
- Arabic ★★★★★

ABDULAZIZ ESSA

Self-dependency as well as using my skills and develop them through a job and in serving the community

WORK EXPERIENCE

-  Dec 2017 - Jan 2019 **Night Auditor**
Sunset Hotel, Jeddah
 - Responsible for room and banquet reservations.
 - Responsible for check in/out.
 - Taking the shift handover from the evening shift.
 - Counting and tallying the cash float.
 - Printing essential Shift reports.
 - Opening the Night audit Cashier.
-  Nov 2019 - Sep 2020 **Receptionist Supervisor**
Verta Hotel, Jeddah
 - Follow up on outstanding issues handed over from the night team
 - Print "High balance
 - Check if guests are waiting for their room and chase housekeeping
 - Check remaining due-outs / check-outs and call guests if needed
-  Sep 2020 - Present **Receptionist Supervisor**
Shada Hotel, Jeddah
 - Follow up on outstanding issues handed over from the night team
 - Print "High balance
 - Check if guests are waiting for their room and chase housekeeping
 - Check remaining due-outs / check-outs and call guests if needed

EDUCATION AND QUALIFICATIONS

-  Jan 2013 - Jul 2016 **Diploma**
Yanbu industrial college, Yanbu
Information Technology

SKILLS

- Microsoft office ★★★★★
- Teamwork ★★★★★
- Work under pressure ★★★★★

COURSES

-  Apr 2019 - Sep 2019 **English language**
Portland-USA