

Lama Aref Alasmari

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[LAMA ASMARI](#)

SUMMARY

Self-oriented, creative, and energetic Human Resources Management Graduate, possesses exceptional skills such as human resources coordination, translation, performance evaluation, translation and organizational and effective communication skills which enabled me to develop and achieve exceptional performance and attain excellent results. A quick learner who can absorb new ideas and multitask. Seeking a stable, challenging, and rewarding position where my diverse skills and knowledge would be utilized and expanded while becoming a great asset to the employer and growing professionally and personally.

EXPERIENCE

Hotel Staff

Rihana Suits | 2018 - 2019

- Give consumers information on payment options and check their credit card information.
- Register visitors and gather the essential data (like contact details and exact dates of their stay).
- Greet visitors as they arrive and assigning rooms.
- Give details about our hotel, the rooms that are available, the pricing, and the facilities.
- React quickly and professionally to customer concerns.
- Work with our cleaning team to make sure all rooms are spotless, orderly, and properly furnished to meet the demands of visitors.
- Set up specialized services for very important person VIP clients and event participants, such as wedding guests, and confirm group bookings for them.

EDUCATION

Diploma in Human Resources Management

Tabuk university | 2023 | GPA 4.40 out of 5

Bachelor's Degree in Languages and Translation, English language

Tabuk university | 2016 | GPA 4.30 out of 5

COURSES

- **General English Language Course Intermediate Level**

SKILLS

- Human Resources Management
- Human Resources Coordination
- Performance Evaluation
- Translation
- Systems Evaluation
- Operations Analysis
- Strategic Planning
- Administrative
- Leadership
- Teamwork
- Effective Communication
- Scheduling
- Organization
- Critical Thinking
- Time Management
- Problems Troubleshooting