

LUJAYN SENDI

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OBJECTIVE

Seeking a job opportunity where I can use my knowledge, experience and skills to play an important role in the growth of the company.

EXPERIENCE

Front Office Agent | Accor Hotels | Feb 2020- Present

Check in/ out guests, data entry for both employees and guests, training new employees on the system, administrative work including managing different projects and responsibilities, in addition to cooperation with the Ministry Of Health during covid-19

Customer Service Officer | Visa Consultant (Vfs Global) | Aug 2018- Feb 2020

Check visa applications, Biometric, Data entry, Quality check for all applicants.

Customer Service | Golds Gym | Jan- April 2018

Recruit new members, build company data and register new members, insert data of new members and assign finger print.

EDUCATION

International Business Administration Diploma | Oct 2018 | Batarji Education and Training Academy

BETA

GPA 3.95/5

Accounting To Business Course | 2015 | Batarji Education And Training ACADEMY BETA

Psychology Courses | 2015-2016 | Effat University

High School Degree Of Arts | 2014 | Air Defense School

GPA 80%

SKILLS

- Fluent in both English and Arabic language.
- Hard worker, respects time and committed.
- Cooperative and able to work with groups and independently.
- Strong communication skills.
- Microsoft Office.
- OPERA system (Hospitality)

VOLUNTEER EXPERIENCE OR LEADERSHIP

- Together Society | June, 2018 | CBA
- Aytamona | 2013-2018
- Breast Cancer Awareness Event Organizer | 2016 | Beta
- Company Advertisement | 2016 | Alharthy Exhibition
- Advertisement For Al- Batarji | 2016 | Intercontinental Hotel