

REEM GADI

PROFESSIONAL SUMMARY

High-energy front desk agent possessing strong knowledge of hospitality field and exceptional customer service skills. Enthusiastic, friendly and personable demeanour with knack for organisation and efficiently.

EDUCATION

Diploma in Office Management 2014

Jazan University

WORK EXPERIENCE

Branch Supervisor

30 Jan 2020 - 17 Jul 2020
at Mobily.

Recreation - Front Office Supervisor

Jan 2018 - Jul 2018
at Nasser Dhaifallah Marea Medical Clinic.

- Implemented new team onboarding programme, reducing training time from 4 weeks to 2.
- Analysed department documents for appropriate distribution and filing.

Recreation - Front Office Supervisor

Jul 2018 - Sep 2019
at Ibrahim Al-Harhi Medical Center.

- Responded to telephone inquiries from clients, vendors and members of public.
- Maintained reception area in orderly manner to provide visitors with positive first impression of company.
- Confirmed transactional data.
- Handled money for customers and visitors.

TRAINING COURSES

English language training course (Six months)

at Jazan University

CONTACT



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Jazan

SKILLS

Business operations understanding.
Microsoft Office.
Administrative skills.
Hospitality services.
Listening skills.
Security understanding.
Conflict resolution.
Team management.
Self-motivated.
Project management.