

Amjad Al-Ahmadi

Experience

- 08-2017 - 11-2017** **Nukhba Royal Inn Hotel**
Hotel Receptionist
- Manage room reservations using a computerized reservations system
 - Get transport for customers and reservations in local restaurants
 - Prepare bills, handle and process checkouts, take payments
 - Manage the hotels business center and other units if necessary
 - Deal with complaints and problems
 - Answer queries of guests about various information and services of the hotel
 - Do other administrative and hospitable functions assigned from time to time
- 02-2018 - 04-2018** **Mahmal Almadinah**
Receptionist and secretary
- In depth knowledge of Microsoft Office suites and internet telephone operations
- 12-2018 - 07-2020** **Rose sweets**
Salesman
- Demonstrated excellent communication skills by working with people daily of diverse backgrounds.
 - Skilled in areas of order processing, inventory control, and cashier management.
 - Managed cashiering activities in areas of purchasing, returns, and exchanges, and enforced store policies.

Education

- 01-2011 - 05-2016** **Taibahu University**
English bachelor

Personal Info

Address

Saudi Arabia
Medina

Phone

+966599008308

E-mail

amjad19991@gmail.com

Date of birth

04-07-1993

Skills

English



Critical and analytical thinking



Documentation and reporting



Quick learning



Excellent communication skill

