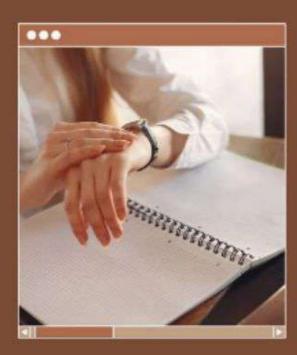
Samira Hadid



FRONT OFFICE

Energetic Front Office who can provide efficient, organized and friendly secretarial support. Skilled at managing inventory and supplies, handling phone duties and company correspondence, and appointment scheduling. Specializes at creating a friendly and receptive office environment.

CONTACT

+123-456-7890 www.reallygreatsite.com hello@reallygreatsite.com



2015-2018

FAUGET UNIVERSITY

BACHELOR DEGREE OF HOSPITALITY AND RECEPTIONIST

IPK: 3,80



2018

BORCELLE COMPANY

FRONT OFFICE

2019 - 2020 ARROWAI HOTEL FRONT OFFICE

2020 -2022
GINYARD HOTEL
FRONT DESK RECEPTIONIST

2022 - PRESENT LICERIA & CO. FRONT OFFICE



CUSTOMER SERVICE

MICROSOFT OFFICE

INFORMATION MANAGEMENT

ENGLISH