

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

