



Zainab Rida

+971522209158

ridaabbass17@gmail.com

Mohalla rajgaan Tehsil and Village khanpur District Haripur,
Pakistan.

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

2021 -
2022

- **Sales coordinator**

Royalson Hotel

Correspond with prospects and answer any questions about the hotel's venue options, rates, room types, venue packages, or promotions. Sending out proposals and collecting invoices. Supporting the hotel sales manager in researching competitors.

2020 -
2021

- **Front Desk officer.**

Royalson Hotel

Manage online, phone and in-person room reservations.

Welcome guests, check them in, distribute room keys and explain the hotel's amenities.

Take payment from customers.

Respond to guests' issues and complaints in a friendly, timely manner.

Explain local amenities and attractions to guests

Work with other staff members to ensure that all guest rooms meet hotel standards and accommodate any special client needs

Assist customers with the planning of special events such as weddings and business conferences

Arrange specialized services for VIP customers

2018 -
2019

- **Discipline Incharge**

Yousra Model High school

Having responsibility for the oversight of standards pertaining to the discipline, and (with Head of School) the preservation of disciplinary integrity. Briefing the Head of School on any matters relating to the welfare of the discipline in school.

A) assist the school head in making decision on the staffing of the school discipline team.

B) to assist the school head in developing a school discipline policy.

C) to handle administrative matters relating to student discipline work; d) to form and lead a school discipline team to plan and develop student.

2019 -
2020

- **Coordinator**

Sir syed innovative school

organizing the various parts of an activity to enable collaboration and efficient communication. Advisory - giving information or advice or a recommendation about what should be done.

communicating effectively with Mentors, student teachers, Curriculum Tutors and Practice Tutors, if necessary. maintaining the links/partnership between their school and OU Partnership • ensuring any issues are resolved correctly and in a timely manner

EDUCATION

2018

- **Bachelor's of Arts**

University of Haripur

SKILLS

Multi tasking. Management.
Client first approach. Basic
understanding of events.
Communication. Organising.



INTERESTS

- Travelling, driving, swimming, reading shopping gaming, travelling.

LANGUAGES

- English. Urdu. Punjabi. Pashto. Hindko.

PERSONAL DETAILS

- Date of Birth : 05/12/1997
- Marital Status : Single
- Nationality : Pakistan
- Gender : Female