

# RESUME



## Mohamed Salama

**Contact: 0525724373.**

**E-mail: [mdsalamaa8@gmail.com](mailto:mdsalamaa8@gmail.com)**

### Summary

Responsible for welcoming visitors, providing them with necessary information, answering incoming calls, performing general administrative duties and directing people to relevant departments or employees. They may also be responsible for managing the organization's front desk and providing support to employees.

### Professional experience

**Receptionist i**worked as a receptionist at the Sheraton Sharm El Sheikh Hotel EGYPT ( 2018 - 2023).

**Designation: Receptionist.**

### Skills

- Proficient in Arabic and English languages.
- Good communication skills.
- Organizational skills.

- Technical skills.
- social skills.
- Trust and credibility.
- multitasking.
- Good listening.
- Problem Solving.
- Communication skills.
- Skills of listening to others.
- Emotional intelligence skills.
- Etiquette of talking on the phone.
- Time management skills.

### **Education**

- Bachelor of Physical Education Zagazig University.

### **TRAINING & OTHER COURSES**

-i received a training course on how to deal with customers, solve their problems, and make the customer and customer feel happy and satisfied and return to the place again.

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### **AREAS OF STRENGTH**

- Leadership.
- Creativity.
- Enthusiastic.
- Patience.
- Teamwork.
- Ambitious.

➤ MS Office Word, Excel, PowerPoint, MS Windows.

### **Languages Known**

**Fluent in English and Arabic (Read, Write & Speak)**

**Interests & Hobbies**

Swimming, Reading

\*Supporting Documents and referees will be provided on request \*