

MARIAM FAYSAL ALSAHLI

+966539555060

saudi Arabia - Al khobar

mimalshli250@hotmail.com

OBJECTIVE:

I am looking for training and employment in many different fields to gain distinctive experience in my specialisation, my ambitions and the strength of my practical and scientific skills, in addition to being keen on self-development in the field of work

I have the ability to communicate, manage time and memorise information quickly. I look forward to the opportunity to discuss how my skills and experience can contribute to achieving vision and goals in all fields and companies.

EDUCATION

Diploma in Human Resources 2024

High school, scientific track 2018

COURSES

- Excel spreadsheet
- Introduction to Human Resources Tasks
- Labour culture according to the Saudi labour system
- Information Security Saudi Telecommunications Companies

WORK EXPERIENCE

Five Seasons Hotel - Receptionist

2022 - 2024

- Worked with a professional team
- Maintained the reservation list and provided necessary paper records
- Ensured a high level of customer service and satisfaction, and followed up on disputes and complaints

Palm Beach Hotel - Receptionist

2020 - 2022

- Worked with a professional team
- Maintained the reservation list and provided necessary paper records
- Ensured a high level of customer service and satisfaction, and followed up on disputes and complaints

SKILLS

- Management skills
- Electronic marketing
- Problem detection and solving
- Communication skills
- Proficiency in using computers
- Time management
- Organizational skills