

Sama Bakhsh

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CAREER OBJECTIVE

I aim to develop my skills and utilize my experiences in my work. I strive to excel in meeting customer needs and delivering exceptional service. Through effective communication and good organization, as well as enhancing work efficiency, I aim to achieve the company's goals in an effective and organized manner.

EDUCATION

High School, Twenty-One Girls' Secondary School | 2023

Major: Scientific

EXPERIENCES

Order Taker, Housekeeping Office | June 22, 2023 – July 22, 2023

Millennium Hotel, Makkah

- Worked during Hajj season using OPERA PMS.

Receptionist | January 1, 2024 – January 20, 2024

Hibatullah Hotel, Makkah

- Worked during Rajab season using OPERA PMS.

Order Taker, Housekeeping Office | February 7, 2024 – April 16, 2024

Millennium Hotel, Makkah

- Worked during Ramadan season using OPERA PMS.

Receptionist | June 2, 2024 – August 31, 2024

Moevenpick Hajar Tower, Makkah

Worked during Hajj season using OPERA CLOUD.

Reservation Agent | September 24, 2024 -October 31, 2024

Moevenpick Hotel & Residences Riyadh

- Worked during Riyadh season period using OPERA CLOUD.

TRAINING COURSES

Receptionist Training | Millennium Hotel, Makkah, April 5, 2024 – May 5, 2024

- Trained on OPERA PMS.
- **Anti-bribery & corruption** | Accor Training Attendance Certificate
- **Antitrust** | Accor Training Attendance Certificate

SKILLS

- Time Management
- Problem Solving
- Organization and Planning
- Decision Making
- Flexibility
- Learnability
- Communication
- Creativity
- Promptitude

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- Teamwork

LANGUAGES

- Arabic
- English