



# Linda Skhiri

Emirats Dubai

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As a highly skilled Manager, I possess expert team leadership, planning, and organizational skills, which have been honed throughout my successful career. I excel at empowering employees to handle daily functions and satisfy the needs of customers, while also excelling as a diligent trainer and mentor with proven management abilities and a results-driven approach.

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## Professional Experience

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### Hôtel Jaz Tour Khalaf

01/22 - 06/23

#### Finance And Administration Manager

- Conducted financial analysis, tracking budgets, forecasts, and trends to optimize financial operations
- Prepared data-driven reports for leadership, providing crucial insights
- Managed daily transaction records, contributing to efficient payroll and billing administration

### Hôtel Jaz Tour Khalaf

09/20 - 01/22

#### Assistant Manager

- Executed call plan for assigned area, arranging meetings with qualified lenders and investors
- Managed customer relationships and facilitated commercialization efforts
- Oversaw daily operations to ensure performance, quality, and service excellence

### ATF PLUS

10/19 - 07/20

#### Accountant

- Managed day-to-day accounting processes to ensure financial accuracy
- Conducted daily cash functions including account tracking, payroll, budgeting, donations, and bank reconciliations
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions

### Society

06/18 - 09/19

#### Sales Manager

- Achieved high customer satisfaction by resolving issues promptly, leading to increased sales
- Strengthened team performance by conducting goal-oriented meetings and setting clear expectations for policies and procedures
- Mentored staff in effective selling techniques and promoted cross-selling to maximize revenue

### Hôtel Marhaba

07/17 - 06/18

#### Team Leader

- Oversaw team performance and provided feedback, enhancing productivity and quality standards
- Supervised team members to ensure adherence to procedures and quality requirements
- Collaborated with team to identify improvement areas and devised effective solutions

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## Education

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baccalaureate of economics and management

Accounting and finance