MOHAMMED EL FARKH

Receptionist

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EXPERIENCE

Receptionist

Magestic Hotel

- Greeted and assisted clients and visitors, ensuring a welcoming environment
- Managed incoming calls and routed them to appropriate personnel
- · Scheduled and coordinated appointments
- Handled administrative tasks, including filing, data entry, and mail distribution
- · Maintained a clean and organized front desk area
- Provided excellent customer service in a fast-paced environment
- Took and served food and drink orders
- · Assisted with menu recommendations and upselling
- Ensured tables were clean, properly set, and ready for the next guests
- · Handled customer complaints and resolved issues in a timely manner
- Collaborated with kitchen staff to ensure orders were prepared and served promptly

Relationship officer

Banque populaire

- · Identified and pursued new business opportunities within the banking sector
- Developed and maintained strong relationships with key clients and stakeholders
- · Conducted market research and analysis to inform decision-making
- Collaborated with cross-functional teams to develop and implement business strategies

EDUCATION

Bachelor in Business Administration

University mohamed V

iii 01/2018 - 12/2018 ♀ Rabat, Morocco

- Communication:Excellent verbal and written communication skills
- Customer Service: Strong ability to manage customer interactions professionally
- · Time Mana ent:Efficient in managing time and multitasking
- Issues to ensure customer satisfaction
- · Teamwork: Able to work effectively as part of a team
- Technical Skills:Proficient in Microsoft Office Suite, POS systems, and scheduling

CERTIFICATION

Tickticktrader certification

CME certification future

LANGUAGES

Arabic Advanced	••••
English Advanced	••••
French Advanced	••••

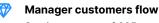
SKILLS

Data Entry	Market Research		
Microsoft Office		Microsoft office suite	
POS Systems	S		
Coret24	Sprint	Cash management	
Financial rep	ortina	Your Skill	

SUMMARY

Briefly explain why you're a great fit for the role - use the AI assistant to tailor this summary for each job posting.

KEY ACHIEVEMENTS



Serving average of 325 person per day

New Technology development

Autotmation of task that repate each day

Your Achievement

Describe what you did and the impact it had.