

MOHAMMED EL FARKH

Receptionist

+971544761342

Dubai

Mohammed.elfarkh@gmail.com

Linkr/pdfet

EXPERIENCE

Receptionist

Magestic Hotel

05/2022 - 06/2024 Dubai, UAE

- 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

09/2018 - 01/2022 Morocco

- 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

01/2018 - 12/2018 Rabat, Morocco

- Communication: Excellent verbal and written communication skills
- Customer Service: Strong ability to manage customer interactions professionally
- Time Management: 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

Coret24

Sprint

Cash management

Financial reporting

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



Manager customers flow

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.