



RITA

**BACHELOR DEGREE IN
HUMAN RESSOURCES**

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OBJECTIVE

To obtain a challenging position to lead the growth and success of an organization, through utilizing my diversified skills and capabilities, and initiating effective decisions.

Personal Information:

- Date of birth: May 26,2000
- Place of birth: Chebanieh-Lebanon
- Nationality: Lebanese
- Gender: Female
- Status: Single
- I own a Brazilian Nationality

EXPERIENCE

- **La Becasse - Restaurant** (Waitress)
2018-2020
- **Agenda Teacher**
2018-2020
- **Front Desk Agent/Supervisor at Cherry Blossom Boutique Hotel- Bhamdoun**
May 2021-February 2022

Duties:

- Greet all guests and assist them with check-in, check-out.
- Maintain a positive attitude.
- Respond to all guest questions and requests.
- Answer and forward phone calls.
- Manage guest bookings and reservations.
- Prepare quotations.
- Supervise the housekeeping.
- Prepare reports for every end of month.
- Close the bills of the rooms and the cash in the end of each day.

LANGUAGE:

- Arabic: Spoken written and read
- French: Spoken written and read
- English: Spoken written and read
- Portuguese: Spoken written and read

SOCIAL ACTIVITIES:

- Member of Higher Maten Leo Club

SKILLS

- Knows how to work on Power point and Microsoft Word and Excel
- Excellent organizational and multitasking skills
- Omega System
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership