

Curriculum Vitae

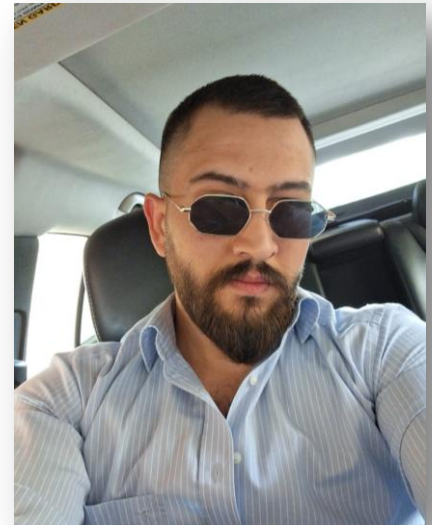
PERSONAL INFORMATION:

NAME: Mohammad Sami Al Janabi

DATE OF BIRTH: 1994

NATIONALITY: Iraqi

PHONE NUMBER: +9647718349243



• VISION:

A high motivated person and a hard worker, able to face challenges anytime, anywhere and anyhow, my aim is to achieve the best level at work very fast.

• CAREER OBJECTIVE:

To find a challenging position to meet my competencies, capabilities, skills, education and experience.

• EDUCATION:

Paramedic

• SKILLS:

Languages: - **Fluent in American.** - **II. Arabic as a native language.** - **III. Have knowledge at the basics of the Turkish language as well.**

• OTHERS:

Training skills. Interpreting and translating skills English to Arabic and vice versa. Excellent Customer Services and communication skills. Driving License. Strong Personality. Ability to Work in Team. Ability to Lead a Team. Ability to Work at Other Countries. Advertisement designing. Working on social media pages of the company.

• **COMPUTER SKILLS:**

Able to work on Microsoft office packages like: (Word, Excel, Outlook, PowerPoint) photo designing, social media and internet. Very fast keyboard typing at both languages English and Arabic, Able to write about 40 words in 1 minute.

• **EXPERIANCE:**

CANYON HOTEL:

-Respond to the customers inquiries and provide information on procedures or policies.

-Compute and record the cash payments on daily basis.

-Responsible for the monthly financial report relate to Daily Cash Movement.

-Responsible of Any other routine tasks related to the accountant daily activities. -Supervise data entry & troubleshoot any problems with the daily work & review all data collection forms for completeness.

-Follow up the approved lists by CEO for the Daily Working activities.

-Scheduling appointments of the VIP customers.

- Do some computer and English language tests for the new employees

Front desk Employee.

-Daily Data Entry / Check in and out rooms.

-Daily participant to the assessment.

-Translating emails English into Arabic and vice versa.

-Costumer services and communication at both languages – English and Arabic.

-Sending emails to the associate offices that we are dealing with.

-Provide the clients with all necessary information they need to know.

-Constantly follow up with clients. Train the new employees on the booking systems.