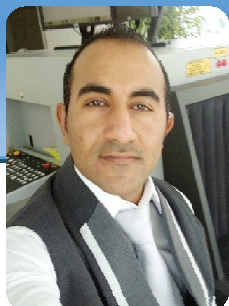


CV

DIA SABAHALWARID



**DIA SABAHALWARID
ALAZAWI**

Nationality : Iraqi - IRAQ, KIRKUK

Passport No: A8383952

Mobile: 009647705119469

Email: Dia.aliraqi@yahoo.com

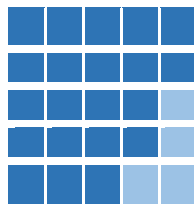
ABOUT ME

Objective : Seeking to work in a challenging environment where I can develop my skills , and upgrade my knowledge to meet changing demands and build a career and Having a great experience in consistently delivering results that contribute to the mission and overall success of the hotel or company by accomplishing performance objectives focused on business revenues , guest and associate satisfaction and effectiveness and efficiencies , takes into account my excellent, operational, managerial, public relations and communications skills.

SKILLS

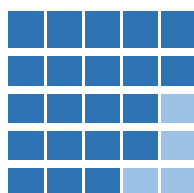
WORK

PHOTOSHOP
Photoarapher
Microsoft
DESIGN
volunteer



PERSONAL

COMMUNICATION
ORGANIZATION
TEAM PLAYER
CREATIVITY
SOCIAL



waiter
Legal Adviser
Assistant HR
Bellboy
Front Desk Agent

EXPERIENCE

-I worked as translator in a private company imported and exported agricultural equipment and machinery, transported goods from outside and inside Iraq, I stopped working there because the company was closed.

- I worked in reception 5-star hotels in Sulaymaniyah Plaza Hotel as a Bellboy was a little bit so I worked there (for three months only) from May to September 2008 and left work because the salary was not good.

- I worked in Company travel and Tourism in Baghdad as the entrance and future of data on the computer and dealing on the Internet for only 10 months from January 2010 to November 2010, and i left this work because this company was shut down.

- I worked in Erbil Rotana Hotel in Front desk agent as bell boy but I left worked there 2011 - 2013

- I worked in the DeDe Man Hotel Erbil as Captain Waiter of July 2013 and left work

- Assistant Director of Human Resources in the General Contracting Company and the construction of the month in September 2013 to November 2014 in Kirkuk and i was left the work because of the company closed .

-Possessing exceptional guest relations , time management and multitasking skills .

EDUCATION

Youth Training Institute language (2006)

Institute English language - Youth Day Iraq

BACHELOR OF Political Science (2013)

University of Mosel 2013

Diploma in International Law (2017)

Geneva International Arbitration Institute

Leadership Activities and Awards

-First student in the diploma course in International law 2017

-Accredited international legal Adviser and member of the Geneva International Arbitration Institute

Languages

Arabic, English, Kurdish and a little of Turkish

OTHER QUALIFICATIONS

- Great ability to communicate in English , Arabic and little of Turkmani and Kurdish.
- Ability to handle the staff and to pass the knowledge acquired .
- Ability to deal with guests and secure their loyalty to the establishment .
- Considerable Microsoft skills (Word – Excel – power point) and little knowledge of Opera (hospitality management systems)
- Hands on experience in Law , training and development , recruitment , health and safety and fire safety activities .
- Driving Information I do not have a driver's license , I have the ability to work in Office Applications , I do not smoking , I like swimming, football, club house and Computer , Internet working , Administration ,Services Offices ,Computer Services Office.
- Humanitarian volunteer.

- My Responsibility for **Front Desk Agent - Reception**

Consistently offer professional, friendly and engaging service ,Greet, check in and settle guest accounts while ensuring all service standards are followed , Assist guests regarding hotel facilities in an informative and helpful way , Follow department policies, procedures and service standards , Follow all safety policies , Other duties as assigned .

Also ,Give a warm welcome to guests on arrival and register them as well as issuing room keys by using the appropriate standards , Be efficient in assisting guests throughout their stay with any requirements,handling guest feedback, provide direction and give suggestions.Handling guests' mails and messages, and answering phone calls.Meet, greet, room and send VIPs.Attend daily briefings and relevant departmental and interdepartmental meetings.Provide guidance to Guest Relations Assistant at work.

My Responsibility for**Legal Adviser and Consultant in the International law**

The mission of the Legal advisor of the basic company begins in that as a graduate of the Faculty of Political Science and international relations is to provide legal advice to the company of all kinds, commercial, civil and personal. Work, criminal, as well as administrative, is also a function of the legal advisor of the company to review the company's contracts and conform to the companies law to validate as well as to implement the obligations of the contract without compromising the items, besides organizing good relations with the team.

My Responsibility as waiter

Providing excellent wait service to ensure satisfaction , Taking customer orders and delivering food and beverages , Making menu recommendations, answering questions and sharing additional information with restaurant patrons, Greet and escort customers to their tables , Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)

Prepare tables by setting up linens, silverware and glasses , Inform customers about the day's specials, Offer menu recommendations upon request , Up-sell additional products when appropriate , Take accurate food and drinks orders, using a ordering software,order slips or by memorization ,Check customers' IDs to ensure they meet minimum age requirements for consumption of alcoholic beverages , Communicate order details to the Kitchen Staff ,Serve food and drink orders Check dishes and kitchenware for cleanliness and presentation and report any problems Arrange table settings and maintain a tidy dining area Follow all relevant health department regulations Provide excellent customer service to guests