Informs visitors by answering

100%

Somali

department directories.

maintaining employee and

Directs visitors by

95%

English

or referring inquiries.

**LANGUAGE SKILLS**

telecommunications system.

Maintains security and

Integrity

of visitor arrival.

Collaboration

Notifies company personnel

Accountability

them appropriately.

Grade: V.Good

GARAADYARE2021@GMAIL.COM

0616750271

Grade: V.Good

**AFRIK HOTEL / EXCUTIVE CHEF**

IMRAN BIN HUSSEIN

**MAY 2018**

SADAK AHMED ABDI

**HIGH SCHOOL CERTIFICATE**

**AUG 2017**

LIIBARO550@GMAIL.COM

0610410588

**AFRIK HOTEL/ GENERAL MANAGER**

UNIVERSITY OF HORN OF AFRICA

**MAY 2022**

MOHAMED AHMED MOHAMED

**BACHELOR OF BUSINESS ADMINISTRATION**

**AUG 2018**

**REFERENCE**

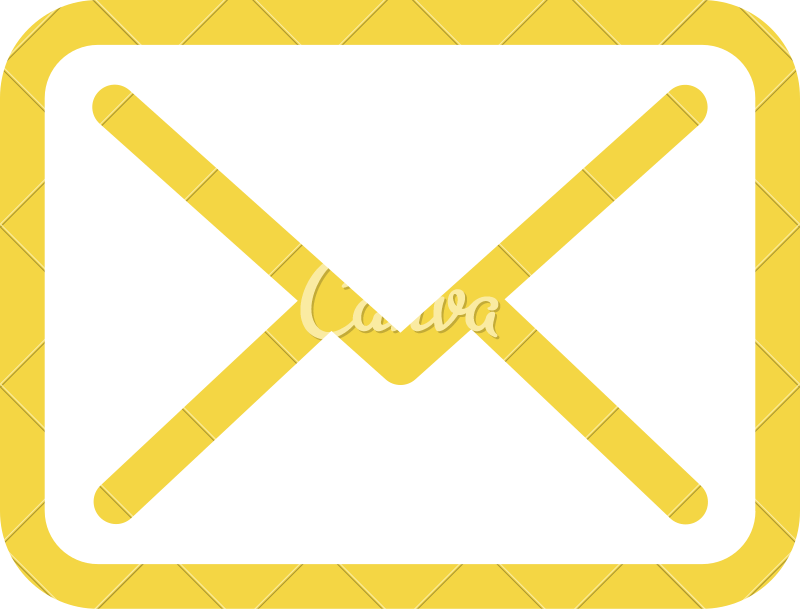
**MY EDUCATION**

**22 YEARS OLD / BUSINESS ADMINISTRATOR**



km4, Hodan, Mogadishu

**Address**



ayaaniita74@gmail.com

**Email**



0618877090

**Phone**

**AYAN ABDI MOHAMED**

writing skills in English and capacity to synthetize,

project, program or organization is desirable, Excellent

Some experience in data/information management for a

new policies and procedures among daily operations.

communicating with upper-management to implement

Have knowledge leading department meetings and

**AFRIK HOTEL**

Adaptable

welcoming, and directing

Creative

Serves visitors by greeting,

Ability to work under pressure

My Responsibilities

Time management skills

Critical thinking skills

**PROFILE INFO**

**NOV 2022**

Basic computer skills

**HOTEL RECEPTIONIST**

**MAY 2020**

**PERSONAL SKILLS**

**WORK EXPERIENCE**

**MY SKILLS**

**AUG 2018**

Creativity

Writing

**AUG 2018**

**POLITICAL AND ECONOMIC DEVELOPMENT**

Reading books

UNIVERSITY OF HORN OF AFRICA

**PERSONAL DEVELOPMENT AND CRITICAL**

**MAY 2019**

**THINGS ORGANISATIONAL MANAGEMENT**

**MAY 2019**

**AND DEVELOPMENT**

YARMOUK UNIVERSITY

**COURSES**

**PERSONAL SKILLS**

Travelling

**PUPLIC SPEAKING**

**MAR 2021**

NAJAH INSTITUTE

Sports

**MAR 2021**

Reading Holy Quran