



## CAREER OBJECTIVE

To Find A Challenging Poistion To Meet My Competencies , Capabilities , Skills , Education and Experience.



## EXPERIENCE

### Swiss Bel Residence

Receptionist , Night Auditor

28-12-2018 - 28-02-2019

- Working in Swiss Bel Residence Manage By Swiss Bel International Position (Receptionist , Night Auditor).

### Carrefour Bahrain Mall Head Office

Decorator

26-01-2018 - 26-12-2018

Worked in Carrefour in Bahrain Decoration Department in Head Office Of Bahrain Mall position (Decorator) using Photo shop & Illustrator Programmers,Displair

### Gulf Court Hotel

Receptionist & Telephone Operator

28-04-2017 - 01-01-2018

- Worked in Gulf Court Hotel 4 Stars in Bahrain Front Office Department position (Receptionist) (GSA) Opera system and Know How to Made GNS (Guest Notification System).

### Gulf Residence Amwaj

Telephone Operator

25-11-2016 - 26-04-2017

-Worked in Gulf Residence Amwaj Hotel 4Stars Manage by Gulf Group Hotels in Bahrain Front Office Department Position (Telephone Operator) Opera system.

### Gulf Residence Amwaj

Order Taker Housekeeping

23-07-2016 - 24-11-2016

- Worked in Gulf Residence Amwaj Hotel 4Stars Manage by Gulf Group Hotels in Bahrain Housekeeping Department Position (Order Taker) Opera system.

### Melia Sharm Hotel

Order Taker HouseKeeping

2014 - 2015

- Worked in Melia Sharm Hotel 5 Stars in Sharm El-sheikh Housekeeping Department Position (Order Taker) Vadliue X8 System.

### Khair Tsc Company

Rate request - operation Navigation.

2012 - 2014

- Worked in Khair Tsc Company for Navigation and shipping services and trade, export, import (Rate request - operation Navigation).

### Acacia Resort

Sales indoor & Outdoor

2006 - 2007

- Sales marketing in Resort Acacia in Egypt

### Mowlana El-Aashk For Perfume

Owner

2004 - 2014



## MOUSTAFA MAHMOUD SHADY

Receptionist , Night Auditor



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juffair

Arabic

100%

English

80%

Hindi,Thailand,Philipino

40%

Photoshop,illustrator

85%

Computer Skills

85%

Decoration,Displair

80%

Hotel System Opera

90%

Hotel System Protel

90%



## INTERESTS

Playing Football

- Have Shop For Cosmetics and made perfumes.



## EDUCATION

### Higher institue For Hotel Tourism

Bachelor's

80%

2011-2015



## ACHIEVEMENT AND REWARDS

- Certificate For Opening Hotel Gulf Residence Amwaj Oct 2016.
- Certificate in Employee of the month as Back of the office Housekeeping department position (order taker).
- Work experience certificate of gulf residence Amwaj.
- Work experience certificate of Carrefour Bahrain Mall Head Office In Decoration.



## COURSE FINISHED

- \* osha safety courses: -30 –hour Occupational Safety and Health Training course in: OSHA General Industry Safety & health (29 CFR 1910).
- 30 –hour Occupational Safety and Health Training course in: OSHA Construction Industry Safety & health (29 CFR 1926).
- Safety Training Methods. -Platinum Certificate in Emergency and Disaster Management.
- Safety Self inspections. -Safety Management Diploma.
- Safety Management System Evaluation. -Implementation of SMS Systems.
- Safety Reports and forms. -Hazard Identification and Hazard Analysis.
- Effective Safety Committee Meetings. -Safety and Health Programs.
- Work Permit. -Accident and Investigations Reports.
- \* EGYPTIAN CHAMber for international commercial arbitration courses: Maritime Transport Diputes Settlement.
- \*Fire Fighting Civil Defence.
- \* FOOD Safety Courses: Had (HACCP) courses Hazard Analysis and Critical Center Point.

Travel

Driving



## REFERENCE

- **Mr. Abdul Al Aziz - "Gulf Residence Amwaj."**

Manager for Housekeeping Department

Mobile:(00973)-35486318.

- **Mr. Godfrey - "Gulf Court Hotel"**

Front office Manager

Mobile: (00973)-34004840.

**Mr. Mohamed Dawoud - "Gulf Court Hotel."**

Supervisor Front Office

Mobile: (00973)-33358435.



## PERSONAL SKILLS

- Good Driving Skills.
- Ability To Work Within A Team.
- Self - Development.
- Reliability And Organizational Skills.
- Hard Worker.
- Innovation.
- Good Communication Skills.
- Good Presentation Skills.



## COMPUTER SKILLS

- Windows.
- Internet & Outlook.
- Microsoft Word.
- Microsoft Powerpoint.
- Microsoft Access.
- Microsoft Excel.
- It Basics.



## PERSONAL PROFILE

Date of Birth : 14/07/1992

Marital Status : Married

Nationality : Egyptian

Driving Licenses : Bahrain

CPR Number : 920634516

Military Status : Final Exemption From Military Service

Gender : Male

