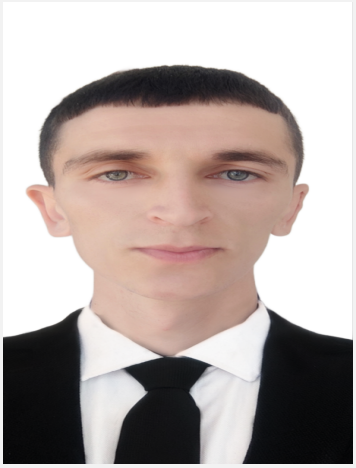


Souhaib Ziad

Date of Birth: 05/09/1998

Mob: +974 5575 4276

Marriage status: Single

Nationality: Algerian

Address: Doha - Qatar

Email:
ziadsouhaib98@gmail.com

Languages

- ✔ **Arabic**: Native
- ✔ **English**: Fluent
- ✔ **French**: Fluent
- ✔ **Spanish**: Beginner

Key Skills

- ✔ Dependable
- ✔ Flexible
- ✔ Friendly
- ✔ Hard-working
- ✔ Expressive
- ✔ Formal
- ✔ Punctual
- ✔ Team player
- ✔ Problem solver
- ✔ Planning skills
- ✔ Excellent communicator
- ✔ Professional

Personal strengths

- ✔ Enthusiastic
- ✔ Trustworthiness
- ✔ Creativity
- ✔ Disciplined
- ✔ Patience
- ✔ Respectfulness
- ✔ Determined
- ✔ Dedicated
- ✔ Honest
- ✔ Versatile
- ✔ Approachable

Other

- ✔ QID
- ✔ NOC

Curriculum Vitae

Career Objectives;

My objective is to be part of a reputable, ambitious Company where I can share my experience, talent, and capabilities. An organization that will provide me with the opportunity to contribute positively and proactively whilst assisting me with my career development and progression.

Work Experience

Hotel Khalid, Oum El Bouaghi, Algeria

Position: Front Office Supervisor.

May 2019 – August 2022

❖ **Achievements;**

- Process and confirm Guest Room reservations requested by clients via phone calls or Emails.
- Populate hotel Booking system, recording all pertinent information.
- Establish and maintain a Filing system for all correspondence, and collate Reports as required by the Reservations Manager.
- Implement revenue management operations, procedures and best practices.
- Identify potential new revenue opportunities and highlight them to management.
- Optimize and expand distribution partnerships.
- Daily administrative tasks also included cash handling, credit card balancing, reconciling receipts, and Recordkeeping in conjunction with computer data entries.

Clinic Abu-al-Qassim-Surgery General, Algeria

Position: Clinical Administrator / Admissions Officer

April 2017 to March 2019

❖ **Achievements;**

- Responsible for preparing the Clinic Admissions Register, and transferring the relevant paperwork where applicable.
- Populating patients' personal and highly confidential personal details/information on the hospital computer system.
- As the main point of contact, I was responsible for receiving all incoming communications and transferring enquiries to the correct department. Responsible for confirming appointments with patients, and providing transport for patients and visitors in need of assistance.
- Duties also included accepting payments for services provided, issuing receipts and filing completed paperwork as required.

Educational Qualifications

➤ **2020 – 2021**
Certificate of success in the English language from the university of Constantine 1, Center of Intensive course, University of Constantine 1, Algeria.

➤ **2016 – 2019**
Bachelor's degree in General Philosophy, Faculty of Humanities and Social Sciences from the University of Constantine 2, Algeria.

➤ **2016**
Baccalaureate Degree in Secondary Education literature and philosophy in Algeria

Certificates of Success

➤ **February 2023**
Google IT Support Professional Certificate.

➤ **January 2023**
Google Project Management Professional Certificate.