

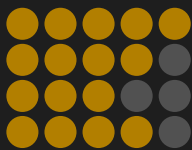


## CONTACT

🏠 Egypt -El Minya -Mallawi  
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✉ karimderbala132020@gmail.com  
☎ 00966502738459

# LANGUAGES

arabic  
english  
russian  
italian



## CERTIFICATIONS

faculty of law certificate .  
Certificate of hard work, Hilton  
hotel.  
Most active student certificate,  
faculty of law .

## SUMMARY

Possess excellent organizational and communication skills, face to face, on the phone and via email

Possess excellent IT and email skills

I have very good knowledge of using online booking systems

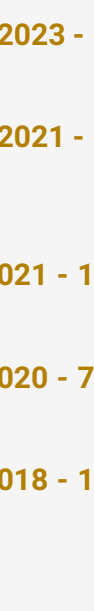
My role as a resort receptionist has made me fully aware of the importance of being part of a team.

I am trustworthy, courteous, and helpful with the ability to work with people at all levels in a diplomatic and professional manner.

I am sure I will make a great addition to your front team as I am

available for interviews. If you require more information, I will be happy to provide it and can be contacted either by phone or by email.

## EXPERIENCE

- 
- |                   |   |
|-------------------|---|
| 01/2024 - Present | <b>Grand plaza Hotel</b><br>Front office shift leader, Al Riyadh  |
| 07/2023 - 01/2024 | <b>Concorde Elsalam Hotel</b><br>Front Office Shift Leader, Sharm Elshik  |
| 10/2021 - 07/2023 | <b>Concorde Elsalam Hotel</b><br>Front Office Guest Service Agent, Sharm Elshik                                   |
| 7/2021 - 10/2021  | <b>Concorde Elsalam Hotel</b><br>Telephone Operator , Sharm Elsheik   |
| 7/2020 - 7/2021   | <b>Vitamin Company</b><br>Sells , Sharm Elsheik   |
| 7/2018 - 1/2019   | <b>Vitamin Company</b><br>Cashier, Sharm Elsheik<br>selling gifts<br>half-time Parallel to work in hilton hotel . |
| 5/2017 - 1/2019   | <b>Hilton Hotel &amp;Resort</b><br>chef, Sharm Elsheik  |

## EDUCATION

- **2014 - 2018** **Bachelor of Laws**  
Faculty of law Assiut University, Assiut  
Studying Egyptian law and Comparative Laws

## SKILL HIGHLIGHTS

strong decision maker ★★★★★  
complex problems solver ★★★★★  
innovative ★★★★★  
serious work ★★★★★  
self learning ★★★★★  
Skill ★★★★★

service focused ★★★★★  
work in stress ★★★★★  
work in groups ★★★★★  
computer ★★★★★  
Microsoft office ★★★★★  
communication ★★★★★  
skills ★★★★★

## SYSTEMS

- Console communication and calls operating system .
- Opera System for Hotel Management Version 5.0 .
- Inhova System for key cards encoding – Inhova premium key cards .
- Microsoft Office (Word, Excel, PowerPoint ) .

## VOLUNTEER WORK

**HEAD OF THE CULTURAL COMMITTEE OF THE LAW STUDENTS UNION**

**MEMBER OF THE GENERAL UNION OF EGYPTIAN SCOUTS AND GUIDES**

**VOLUNTEER EVENTS ORGANIZER**