



## PROFILE:

Name: Salem Hassan Al-Ragheeb  
Date of Birth : 29/6/1996  
Marital Status : Single  
ID : 1092007929

## OBJECTIVE

A fresh graduate currently looking for full time position in a reputable organization. I am willing to improve and utilize my skills for the good of the organization by working with professionals in the field of specialty or other sectors. I have the follow-through and positive attitude that will allow me to achieve company targets.

## CONTACT

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0599612488

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## TRAINING & COURSES:

Information Security  
25-28/03/2018  
Jubail Technical Institute

# SALEM ALRAGHEEB

## EDUCATION

### JUBAIL TECHNICAL INSTITUTE

2016 - 2018  
PC Support Techniques  
GPA 3.32 on 4.00 scale

### AL-SHAWKANI HIGH SCHOOL – DHAHRAN

2012 - 2015  
High School Certificate ( Science ) Very Good with % 87.34

## TRAINING & COURSES:

Information Security 25-28/03/2018 Jubail Technical Institute

## WORK EXPERIENCE

### SAUDI INDUSTRIAL SERVICES COMPANY( SISCO )

22-8-2019 to date  
Clerk - Data entry

### RAMADA HOTEL Receptionist

7-7-2018–7-10-2018

Welcome guests as they arrive at the hotel. checking guests in and out, issuing keys, taking reservations by telephone or email, preparing bills and dealing with payments. Provide guests with information answer their queries and deal with complaints.

### RAMADA HOTEL Desk Supervisor

08-10-2018–9-1-2019

Manage staff, ensure that guests have an exceptional experience, and act as the face of a hotel.

## PERSONAL SKILLS

Hard worker  
Good in English  
Motivated

Cooperative  
Good in PC uses  
Successful in Relations

## COMPUTER SKILLS

- Opera system PMS ( Hotel operating system)
- MS Word – Excel
- OTA ( Hotel booking system)