



+966 56 171 0593



Riyadh , Almalaz



Rehbja@gmail.com



@aljari\_obey

## EDUCATION

Princess Noura University :  
Biology 3.33 of 5.

High institute for hospitality and tourism:  
Customer care and secretary.

## SKILLS

Microsoft office

Data entry

Writing emails and

reports  
Accounting and   
purchase

# REHAB ALJARI

## OFFICE MANAGER

Creative and passionate about learning  
and working in a team.

Ease of developing good interpersonal  
relationships and ensuring customer  
satisfaction.

## EXPERIENCES

### CUSTOMER SERVICE & HOSPITALITY

**Vettori Palace Hotel& Dabab Hotel**

Feb 2020 - Jan 2021 / Mar 2021 - July2021

- Making reservations and solve problems.
- taking care of check in/out procedure.
- Answering the customers questions.

### SALES REPRESENTATIVE

**Alhokair -Chalhoub -Akun -Naqaa  
Alzumrd**

June2019 - Sep 2019/ Oct 2019- Dec  
2019 / May 2021 - June 2021

- Taking care of the store cleanliness.
- Helping customer with their needs.
- Doing cashier missions if needed.
- Arrange and sort the storage.
- making reports after work.

### OFFICE MANAGER

**Almutlaq Furniture Company**

May 2022

- Arrange meetings.
- Taking care of the employees vacations and booking tickets.
- Renew the residency and passports
- Responsible for purchase invoices and purchase orders.

## LANGUAGES



English -80%