

Mustafa Mohammed

Baghdad, Iraq
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EDUCATION

Expected 06/14 **MANSOUR UNIVERSITY** Baghdad, Iraq
BA Business

EXPERIENCE

10/13 - Present **CORAL HOTEL** Baghdad, Iraq
Receptionist

- Deal with all inquiries in a professional and courteous manner, whether on the phone or via e-mail.
- Attending to requests from guests to ensure their comfort, satisfaction and safety.
- Taking and processing reservations.

10/11 – 09/12 **CHILI HOUSE** Baghdad, Iraq
Cashier

- Customer Service, taking orders, serving, and making change.
- Management of cash register during my shift,
- Assist in keeping the kitchen and dining area clean and organized at all times.

02/11 – 09/11 **BAGHDAD COFFEE NET** Baghdad, Iraq
Employee

- Sealing internet pre-paid cards.
- Network Troubleshooting.

TECHNICAL SKILLS

- Microsoft Office
 - Word - Advanced
 - Excel - Advanced
 - PowerPoint - Proficient
- Photoshop – Beginner
- Social Networking Tools – Facebook, LinkedIn.com, What's App, WordPress

LANGUAGES

- English – Fluency
- Arabic – Native

REFERENCES

Mostafa Ahmed
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