CURRICULUM VITAE

OUSSAMA

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**CAREER OBJECTIVE**

An opportunity to apply and develop my skills in position where I can use my skills and experience I have the working attitude and excellent interpersonal skills that generate great impact and foster harmonious relationship within the company.

**ACADEMIC EDUCATION AND QUALIFICATIONS**

* Higher secondary school
* Certificate of master swimmer

**WORK EXPERIENCE**

* Working as a receptionist front desk in IBN NAFEES MEDICAL CENTER ABU DHABI UAE from 2013 till now.
* Working as archives clerk in CITY HOSPITAL morocco from 2012 till 2013
* Working as a life guard with civil protection in morocco from 2009 till 2011

**PROFESSIONAL TRAINING**

* Customer care training .
* Front office cross training

**Office skills**

* Handle the pressure of work.
* Hard working and punctual.
* Ability to learn quickly .
* Customer service & customer care .
* Receptionist skills .
* Cash handing .
* Answering the telephone and talking massages .
* Assist VIP guests and escorted them to correct destinations

**Computer skills**

* Internet qualification.
* Program works.
* Typing English.
* Ms Windows.
* Ms Word.

**LANGUAGE**

* Arabic ( read, write, speak )
* English ( read, write, speak )
* French ( basic )
* Spanish ( read, write, speak )

PERSONAL SKILLS

* Cooking food and barbecue with my friends.
* Sport:swimming, wakeboard, bodybuilding, paddaleboarding and football.

**Description**

I hereby confirm and assure that the above details are true and correct according to my knowledge and should you required character person references , shall be available upon your request .