**Nadine El-Khechen**

Phone: +96171426579 Email: nadineelkhechen@gmail.com

OBJECTIVE: Obtain a job in a reputable organization that will enable me to develop my technical and interpersonal skills and help me build up my career.

**EXPERIENCE:**

* ***Atlantis The Palm, Dubai – Rooms Department, June 29th to July 22nd 2014***Responsibilities:
* Administrative work
* Greeting guests and escorting them to the reception desk and hotel rooms
* Concierge activities; helping guests with questions, informing them about city tours and activities within the hotel
* Making restaurant reservations
* Mediating with guests and hotel employees when language conflict occurred
* ***Developing Services Ampersand*** *-* ***Data Entry, September 2012 to December 2012***Responsibilities:

Data Entry for UAE Public Schools

Assisted a Trainee in Northern Emirates on November 2012

* ***Haigazian University*** *-* ***Student Billing Office Assistant, September 2011 to January 2015***Responsibilities:

Filing, Scanning and Data Entry

**EDUCATION:**

* ***Haigazian University***, B.S in **Business Administration** and Emphasis in **Hospitality Management,** June 2015
* ***Dubai International School****,* High School Diploma, 2010

**HONORS:**

* ***Dean’s List*** for Fall 2013-14 and Spring 2013-14 for attaining a GPA of 3.5 and 3.4 respectively

**VOLUNTEER WORK:**

* Volunteerat *the* ***Children’s Cancer Center*** *Beirut, Lebanon* on Spring 2011Related Courses:Community Service
* Business development contribution for **Kchag** during the years 2014- 2015

**SKILLS:**

* Languages: Arabic (Native competence), English (Good )
* Computer literate: Microsoft Office (Excel, Word, Power Point)