

Danya Mostafa Rawaiha

Receptionist

Objectives:

To offer excellent front-desk support as a receptionist by managing calls and greeting visitors; provide outstanding customer service as a Call Center Representative by addressing inquiries and resolving issues; and assist as a secretary by managing schedules and coordinating meetings to ensure smooth office operations.

Skills:

- Work under pressure.
- Managing Social Media.
- Strong communication skills.
- Microsoft office.
- Customer service orientation.
- Organizational skills.
- Multi-tasking ability.
- Time management skills.

Experience:

- **Receptionist**
Focus Fitness (JAN 2024 – Present)
- **Call Center**
Dior Baheya (FEB 2023 – DEC 2023)
- **VIP Events Promoter**
SPS Trading Co. (DEC 2022- Part-time Present)
I work on a call-in basis to promote and organize events when needed

Personal Details:

- **Date of Birth**

29 OCT 2002

- **Nationality**

Syrian

- **Marital Status**

Single

Languages:

- **Arabic – Fluent**

- **English – Very Good**

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