

# 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**

## Contact:

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