




CONTACT

-  Dubai, UAE
-  +971508902085
-  mazin.saleh992@gmail.com

LANGUAGES

Arabic Native language

Arabic

Native

English

Fluent

SKILLS

- Excellent communication skills
- Strong team-working skills
- Problem-solving
- Typing speed – 50 wp m with 95% accuracy
- Analyzing
- Microsoft Office
- Mathematics proficiency
- Schedule management
- Sales techniques

VOLUNTEERING

Expo 2020 Dubai Site operations Team leader September 2020

- Led volunteers in the area, supervising and assigning roles.
- Supporting the team members in providing the best service to the guests while following the laws of Expo 2020 and safety laws.
- Immediately report any problems that may be encountered in the area to the area administrator.

Mazin Saleh

PROFESSIONAL SUMMARY

Takes on challenging new roles harnessing interpersonal skills, collaboration, and problem-solving. Driven to deliver high-quality service and consistent results.

WORK HISTORY

Receptionist supervisor 05/2022 – Current
Atlantis The Palm - Dubai, United Arab Emirates

- Supervise hotel staff and manage daily tasks to ensure smooth operations.
- Monitor room availability, rates, and occupancy levels to optimize hotel revenue.
- Coordinate staff training sessions and ensure adherence to hotel policies.
- Handle guest check-ins, check-outs, and special requests professionally.

Receptionist 11/2020 – 04/2022
Address Beach Resort - Emaar - Dubai

- Perform all check-in and check-out tasks
- Inform customers about payment methods and verify their credit card data
- Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates, and amenities
- Respond to clients' complaints in a timely and professional manner
- Upsell additional facilities and services, when appropriate

Researcher And Team Leader 11/2018 – 05/2019
International Rescue Committee IRC - Amman, Jordan

- Managed work with team members to identify project goals
- Research methods, variables, and other test parameters
- Choose how to collect data and offer recommendations on evaluating the project
- Make research schedules to monitor the activities of research teams.

EDUCATION

Bachelor of Science: Petroleum Engineering
Baath University – Homs

ACHIEVEMENT

establish a nonprofit fingerprint project for an anti-bullying Innovation lab
IRC, Amman (Jordan) 01/5/2018–Present

CERTIFICATIONS

- **DUBAI WAY L2:**

Dubai preparation for international travelers is administered by Dubai College of Tourism for Dubai Corporation of Tourism and Commerce

marketing 22/09/21

- **DESIGN SPRINT IRC:** Amman (Jordan)

A design sprint is a time-constrained, five-phase process that uses design

thinking to reduce the risk when bringing a new product, service, or feature to the market.

- **BUSINESS BUILDING:** Spark, Amman (Jordan) 02/09/2018

- **ACCOUNTANT PRINCIPLES:** Homs (Syria) 01/02/2016

- **International Computer Driving License ICDL:** European Computer Driving License Foundation 13-Jun-2017