



# NEZAR OMAR

Assistant Director of Front Office

## INTRODUCTION:

To seek a challenging career with a progressive Organization that provides an opportunity to capitalize my skills and abilities in the field of business.

## CONTACT

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## HOBBIES

Swimming  
Football

## SKILLS

- Excellent communication and interpersonal skills.
- Have the ability to work under pressure.
- Willing to commit the hours required, effectively accomplishing and maintaining deadlines.
- Great faculty for application to any work environment.
- Computer Skills.

## EDUCATION

### **Al Dammam High School (KSA)**

1999 – 2000.

### **Al Nilin Faculty of Law (Khartoum)**

2007.

## WORK EXPERIENCE

### **Al Salam Rotana Hotel (5 star) as Front Desk Manager.**

03/2018 – 11/2020

As a Front Desk Manager, you are responsible for the operations of Front Office with a primary focus on overall operation at Reception, ensuring end of the day procedures and subsequent reports are completed in an accurate and efficient manner.

### **Ramada Jumeirah Dubai (4 Star) as Front Desk Supervisor.**

12/2016 – 01/2018

Receive guests in a professional and friendly manner, satisfying guest expectations from arrival through to departure. Maintain effective communication with all related departments to ensure smooth service delivery. Supervise all Front Desk employees ensuring guests are taken care of in a professional and friendly manner.

### **Al Salam Rotana Hotel (5 star) as Front Desk Manager.**

11/2014 – 09/2016

As a Front Desk Manager, you are responsible for the operations of Front Office with a primary focus on overall operation at Reception, ensuring end of the day procedures and subsequent reports are completed in an accurate and efficient manner.

### **Al Salam Rotana Hotel (5 Star) as Front Desk Team Leader.**

02/2013 – 11/2014

Receive guests in a professional and friendly manner, satisfying guest expectations from arrival through to departure. Maintain effective communication with all related departments to ensure smooth service delivery. Supervise all Front Desk employees ensuring guests are taken .

### **Al Salam Rotana Hotel (5 Star) as Front Desk Agent.**

09/2010 – 02/2013

Check in, check out, cashiering, maintain up to date knowledge of hotel information.

### **Al Salam Rotana Hotel (5 Star) as Telephone Operator.**

10/2008 – 09/2010

Receive and transfer calls and faxes from outside or inside then you need to deliver it to the right guest or department.