



HUSNA HEMED

RECEPTIONIST

CONTACT

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Doha, Qatar

EDUCATION

- 2026: LEVEL 3 DIPLOMA IN ADMIN SECRETARIAL AND FRONT OFFICE, LEAD ACADEMY
- 2025: BMC COLLEGE CERTIFICATE IN ADMIN AND SECRETARIAL
- 2024: THEORY TRAINING COURSE, DOHA DRIVING ACADEMY
- 2014: CERTIFICATE IN COMPUTER APPLICATION, ROYAL COLLEGE
- 2010-2013: SECONDARY EDUCATION, SOTELE SECONDARY SCHOOL
- 2001-2007: PRIMARY EDUCATION, URAFIKI PRIMARY SCHOOL

SKILLS

- Management Skills
 - Hospitality Management
 - Administrative Operations
 - Project Coordination
- Professional Competencies
 - Creativity
 - Hospitality
 - Negotiation
 - Critical Thinking
 - Leadership

LANGUAGES

- Swahili - Native
- English - Good
- Arabic - Basic

PROFILE

A dedicated and reliable administrative professional and personal driver with extensive experience in management, hospitality, and executive support roles across the travel and accommodation sector. Adept at providing secure and confidential services to clients, delivering superior guest satisfaction, and efficiently managing resources, schedules, and front office operations. Demonstrates strong time management, leadership, and negotiation skills, with a proven ability to streamline processes, maintain organizational effectiveness, and support senior executives. Fluent in English, with a passion for contributing to organizational productivity and an unwavering commitment to professionalism and excellence.

WORK EXPERIENCE

- Personal Driver** 2024 - PRESENT
Private Driver
 - Provide safe, reliable, and confidential transportation services to clients and executives
 - Ensure punctual pick up and drop off, demonstrating strong time management and route planning skills
 - Deliver professional and courteous services while respecting client privacy and preferences at all times
- Sea Shore Beach Resort** 2022 - 2024
Administration Manager
 - Oversaw daily administrative operations, ensuring smooth coordination between departments and efficient workflow
 - Managed front office, housekeeping, and support staff scheduling while optimizing resources allocation and guest service delivery
 - Implemented and improved administrative systems and procedures to boost productivity and enhance guest satisfaction
 - Liaised with vendors, service providers, and management to support hotel operations and ensure timely provision of supplies
- Jangwani Sea Breeze Apartments** 2014 - 2017
Admin Secretary
 - Managed front office operations including scheduling appointments, handling calls, and maintaining organized filing systems for efficient workflow
 - Prepared and proofread correspondence, reports, and meeting documents ensuring accuracy and confidentiality at all times
 - Provided administrative support to senior staff including calendar management, travel arrangements, and meeting coordination