



Reggy Ridwan

Administrative Professional in
Hospitality Industry

EXPERIENCE

Engineering Coordinator

La Suite Dubai Hotel & Apartments (2023-current)

- Coordinator/Administrational Duty
- Capital Expenditure
- Local Purchase Order (LPO)
- Guest Service
- Invoice and SOA Handling
- Meeting and Event Schedule

Engineering Admin Helper

Four Seasons Resort Jumeirah (2021-2023)


- Coordinator/Administrational Duty
- Local Purchase Order (LPO)
- Guest Service
- Suppliers & Contractors Relation
- Invoice and SOA Handling

CAREER COMPETENCY

- *Good communication and interpersonal skills*
- *Exceptional customer service skills worthy of a five-star resort*
- *High commitment in teamwork*
- *Exceptional Administration Skillset*
- *Motivation to learn and implement new knowledge*
- *Time Management Skills*
- *Maintaining personal hygiene and grooming standards*
- *Critical Thinking*
- *Ability to work under pressure*



 Dubai, United Arab Emirates

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EDUCATION

Bachelor of Science in Petroleum
Engineering

American University of Ras Al Khaimah

2014- 2019