

## PERSONAL INFORMATION

Name	<b>El Ghali Tourougui</b>
Mailing Address	<b>5, Derbi Jamaï 50000 Meknes, Morocco</b>
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Nationality	<b>Moroccan</b>
Date of birth	<b>12 September 1984</b>



## PROFILE

My studies and extensive work experience have allowed me to gain a wide range of knowledge and skill. My work ethic embodies the principle of always being personable and approachable. My time spent working with important people in higher positions has conditioned me into being dependable, willing, and loyal.

## WORK EXPERIENCE

<b>2009- 2010</b>	<b>Receptionist and Spa trainee at Swiss Hotel Management School</b>  <b>Responsibilities:</b> Receiving, directing and relaying telephone calls and faxes. Organizing and conducting student activities and excursions.
<b>2007- 2008</b>	<b>15 month Front Office internship at Hotel Century Best Western Geneve ( 4 star )</b>  <b>Responsibilities:</b> Receptionist duties and assisting Conference room staff
<b>2004- 2005</b>	<b>Visa Clerk Moroccan Embassy, Ghana</b>  <b>Responsibilities:</b> Scheduling visa appointments and assisting with visa applications .

## EDUCATION

<b>2006- 2009</b>	<b>Swiss Higher Diploma in Hospitality &amp; Tourism Management</b> Swiss Hotel Management School Leysin, Switzerland Marketing, Human Resources, Management Principles, Front Office Operations All subjects taught in English
<b>2002- 2004</b>	<b>High School Diploma</b> Lincoln International School Accra, Ghana International relations, Theory of Knowledge, Visual Arts

PERSONAL SKILLS

OTHER TONGUE

OTHER LANGUAGES

Languages  
(1 basic, 5 excellent)  
• Reading skills  
• Writing skills  
• Verbal skills

SOCIAL SKILLS

REFERENCES

English

French	Arabic
3	1
3	1
4	3

- Living abroad: United States of America (17 years), Ghana (4 years), Switzerland (4 years)
- Have had the opportunity to live and work with different cultures, which has helped me to adapt quickly when entering a new environment

Ms. Jessalynn Magistri, Head of Reception at Swiss Hotel Management School  
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