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 Gulfjobseeker.com CV No:1565076

E-mail: gulfjobseeker@gmail.com

**Education:** Bachelor's degree, computer s

**Experience:** 2 Years, 6 Months

**Target Jobs :**

secretary/receptionist/assistant

**Career Level:** Mid Career

**Target Job Location:** Abu Dhabi, UAE; Dubai, UAE

**Career Objective:** seeking new skills and better work experience.

earning money and developing my career life.

**Target Industry:** Computer/Software; Customer Service; Sales; Secretarial;

Entertainment; Business Support

**Personal Information** :

**Birth Date:** 29 April 1994 (Age: 21)

**Gender:** Female

**Marital Status:** Single

**Work Experience :**

* assistant sales manager at zino's boutique

Company Industry:Sales

Job Role:Customer Service

January 2015 - January 2016

* guide contactsat orange tn

Company Industry:Telecommunications

Job Role:Support Services

June 2014 - October 2014

- Taking calls

- Answering customers questions

- Serving the customer needs about their cell phone cards

\* receptionist at amina hotel

Location:Kairouan, Tunisia

Company Industry:Hospitality/Tourism/Travel

Job Role:Customer Service

June 2013 - September 2013

- Taking calls

- Answering guests questions

- Welcome guests and serve their needs

\* waitress

at essaraya restaurant

Location:Tunis, Tunisia

Company Industry:Catering/Food Services/Restaurants

Job Role:Customer Service

June 2012 - September 2012

 Assisted customer in menu determinations

 Served dishes at tables according to order

 Recommended drinks to customers

 Attended monthly staff meetings and training sessions.

* sales assistant at benetton

Company Industry:Sales

Job Role:Sales

June 2011 - September 2011

-Selling outfits

-Marketing the store products outdoors and online

-Helping the customers to get their needs

-Organizing the outfits to suite the good looking of the store

-Doing the accounting of sales by computer

**Specialties :**

* Customer Service
* Computer Science
* Sales
* Secretarial
* Communications

**Skills :**

* computer science
* customer services
* communication
* Adaptability
* Attention to detail

**Languages**

* English
* Italian
* French
* Arabic

**Hobbies and Interests :**

dance , swimming , basketball , watching films