

Ghizlane.338123@2freemail.com

Ghizlane

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| Education | Année  **22013-2015 :** Specialized technician diploma « Responsible for processing banking and transactions” at the international training center of banking professions (CIFPB) in CASABLANCA.Anné e **2011-2012 :** First year at the university of economics and management in MOHAMMEDIA.**Année 2010-2011 :** Baccalaureate option physical and chemical sciences at high school Aljoulane MOHAMMEDIA. |
| Career history | **April 2016 – January 2017** : **Assistant Manager at ADEIS CONSEIL** * Managing the administration aspects of real estate sales
* Operational management of customer contracts
* Classification of accounting documents
* Validation of commercial medias : advertising inserts, sales brochures, logos…

**December 2015 : Membership consultant at PASSAGE FITNESS*** BtoC direct selling and managing the administrative side, Customer focus
* Recovery and monitoring of customers’s files
* Phone prospecting and direct marketing

**March –July/2015 : Telemarketer BtoB at IMA TELEVENTE*** Selling law books and digital solutions of éditions francis lefebvre
* Preparing quotes and sending commercial propositions
* Demonstration of the digital solutions to the customers and objections treatment

**April 2014 :** **Internship at La Banque Centrale Populaire – Maarif agency*** Front desk and cashier
* Accounts opening

**April 2012/September 2013 : Technical assistant - the hotline Orange at PHONE GROUP*** Receiving calls, customer assistance
* Taking records, objections treatment
* Promotion of the new products and services
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| Skills and interests | **Languages** : French : Fluent ,  English : intermediate,  Arabic : fluent.**Skills :** develop client portfolio, ensuring customer care, sales technics and trading, customer orientation…**Computing** : Microsoft word, excel , powerpoint.**Interests :** Traveling, reading, decoration, music…  |
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