**CUSTOMER SERVICE REPRESENTATIVE / RECEPTIONNIST /OFFICE ASSISTANT / SALES EXCECUTIVE**

**As a young person with a professional curiosity; having experience in the field of communication and customer service, demonstrating diplomacy and listening, I am also a force of conviction aiming to the professional development of my collaborators.**

***• MS Office: MS Word, Excel, and Power point.***

***• Language: French (Fluent), English (Fluent), and Arabic***

***• Social Media : Facebook , Twitter , Instagram , Snapchat and Pinterest***

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* Sheikh Khalifa Ben Zayd Blvrd, Rashidiya ,Ajman UAE

*EHASBIS LOUBNA*

*SKILLS*

*JNNJNJN*

*HJHJGJGYGUYGYUGGYUYUYCJN*

**EXPERIENCE**

**2017 – 2019**

CUSTOMER SERVICE REPRESENTATIVE

VIDEOTRON MOROCCO

* Canadian Customer Assistance
* Clients Orders Processing
* Solving Technical Problems

*EHASBIS LOUBNA*

**2019 – 2020**

OFFICE ASSISTANT / RECEPTIONNIST

ANFAPLACE MALL MOROCOO

* Greeting & welcoming visitors appropriately
* Documenting and communicating actions and clients claim
* Mailing daily needs of the stores owners to the direction of the mall
* Sorting and Distributing incoming mail
* Photocopies, scans and files appropriate documents
* Maintains accurate records and entering data .

*PROFILE*

*JNNJNJN*

*HJHJGJGYGUYGYUGGYUYUYCJN*

**EDUCATION**

*SKILLS*

*JNNJNJN*

*HJHJGJGYGUYGYUGGYUYUYCJN*

Bachelor of Experimental Science (Completed)

**2014 – 2015**

IBNOU LAARABI High School

Diploma of technician specialized in Commerce

**2016 – 2017**

OFPPT CASABLANCA

**LEISURE ACTIVITY**

*CONTACT*

*CONTACT*

• **Hobbies**: Travel, Reading, Cooking and Music.