

Sawsen Meksi

Freelance

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During my education, I developed excellent customer service skills, including communication, managing customer needs and creating a positive experience. Dynamic and attentive, I am motivated to put these assets to work in your company.

Experience Professionel

2024-08 - present

Freelance

Freelance.tn, Tunis

- Conducted property evaluations and advised clients on pricing strategies.
- Expertise in assisting clients with buying, selling, and renting properties while ensuring seamless transactions.
- Adept at handling multiple tasks, meeting deadlines, and delivering high-quality results.

2023-01 - 2024-03

Administration Assistant

Sotufab Meuble, Monastir, Tunis

- Coordinated daily administrative tasks, including scheduling meetings, organizing files, to ensure efficient office operations.
- Drafted and managed emails, reports, and internal communications adherence to deadlines.
- Provided exceptional support to executives and team members.

Education

2024-07 - 2022-04

Vocational Degree in International Marketing

Beijing Polytechnique, Chine.

2024-03 - 2021-10

Bachelor Degree in Business Administration

EPI Business School, Sousse, Tunis

2021-07 - 2022-09

High School Diploma

High School 2 Mars Ksar Hellal, Monastir, Tunis

Skills

- Pack Office
- Solving problems and take decisions
- Adaptation
- Communication and negiciation
- Sprit of sharing

Certifications

- Adobe Photoshop
- Public Speaking
- Self Confidence
- Cyber Security
- TOEIC

Languages

Arabic

French

English