

About Me

Dynamic and dedicated Officer Communication with social expertise in media management, graphic design, and SEO. Proven ability to effectively manage administrative tasks and support business operations. Adept at creating engaging content and driving brand awareness. Fluent in French and English, with a strong passion for fashion, photography, and traveling.

Contact

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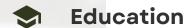
ঞ্জি Skills

- Graphic Design
- SEO
- Marketing

At Language

- French: Native proficiency
- English: Professional proficiency

chaima bedoui



Baccalaureate in Computer Science High School, 2019

Technician in Management Informatics [Institution Name], 2020-2022

Administrative Assistant Training
[Institution Name], 3 months
- General Accounting and Accounting
Software
- Office IT

- Human Resource Management

Experience

Secretary - Textile Company
[Location]

March 2022 - May 2022

Managed office communications and correspondence
 Organized and maintained company records

E- Assisted in scheduling and administrative tasks

Cashier - Supermarket [Location]

June 2020 - June 2021

Be Handled customer transactions and payments
 Be Provided excellent customer service

B• Managed cash register and reconciled daily sales

Saleswoman - Pastry Shop

[Location]

January 2020 - June 2020

B• Assisted customers with product selections

☑• Maintained product displays and inventory

❷• Processed sales and handled customer inquiriesAdministrative Assistant - Training Center

[Location]

July 2019 - September 2019

2- Supported administrative functions and data entry

 B• Assisted in organizing training sessions and materials

B• Coordinated with staff and trainees for smooth operations