

chaima bedoui



Education

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

- Assisted in scheduling and administrative tasks

Cashier - Supermarket

[Location]

June 2020 - June 2021

- Handled customer transactions and payments

- Provided excellent customer service

- Managed cash register and reconciled daily sales

Saleswoman - Pastry Shop

[Location]

January 2020 - June 2020

- Assisted customers with product selections

- Maintained product displays and inventory

- Processed sales and handled customer inquiries

Administrative Assistant - Training Center

[Location]

July 2019 - September 2019

- Supported administrative functions and data entry

- Assisted in organizing training sessions and materials

- Coordinated with staff and trainees for smooth operations



About Me

Dynamic and dedicated Communication Officer with expertise in social 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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Sousse, Cité Riadh



Skills

- Graphic Design
- SEO
- Marketing



Language

- French: Native proficiency
- English: Professional proficiency
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