

Joel Feigel

Location: Herzliya, Israel

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Professional Profile:

With several years of receptionist experience gained working for several leading companies, I have gained a wealth of experience across customer service, sales department, business operations and event bookings management. I provide a consistent delivery of exceptional customer service, operational efficiency and cleanliness, dedication and administration.

Core skills:

- Reception
- Call Handling
- Customer Experience
- Foreign languages
(German, English,
Hebrew)
- Portfolio Management
- Event Bookings
- Microsoft Office
- Salesforce

Career Summary:

November 2021 – April 2023: **Niv books, Book and Periodical Publishing.**

Key Responsibilities:

- Booking of events and counselling meetings
- High level of Salesforce management.
- Handling all calls both incoming and outgoing calls for bookings, customer service etc.
- Good and effective negotiation and objection solving.
- Efficient and organised administration.
- Excellent social skills and maintaining customer relationships.

March 2020 – September 2021: **Total Immersion Swimming Limited.**

Key Responsibilities:

- Handling both incoming and outgoing calls for sales.
- Identifying the customer's needs.
- Pitching relevant products and services.
- Submitting and processing orders to ensure customers receive the products on time

