



## Contact

**Phone**

0606297118

**Email**

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**Address**

Bloc 145 nr 12 Sid Bernoussi  
20600 Casablanca

## Skills

- Time management
- Teamwork
- Adaptability/Flexibility
- Proficiency in Microsoft Office:  
Word, Excel, PowerPoint

## Personal detail

 June 12, 1999

 Female

 Driver's license B

 Moroccan

 Married

## Language

English

French

Arab

# HIBA ZBIRI

A dedicated professional with a strong focus on teamwork and achieving goals. Quick to adapt to new situations, actively seeking opportunities and challenges.

## Experience

- Since August 2023, until now  
Logiphar I Morocco  
**Back Office Sales Representative**  
As a Back Office Sales Representative, I am proficient in providing comprehensive support to the sales team by managing administrative tasks, coordinating sales activities, and ensuring seamless communication between various departments. My responsibilities include handling customer inquiries, processing orders, maintaining databases, and generating sales reports. I excel in utilizing CRM systems, conducting market research, and contributing to the development of sales strategies. I am committed to streamlining processes, optimizing efficiency, and delivering exceptional support to enhance overall sales performance.
- Jun 2022-Dec 2021  
Bomelec I Casablanca  
**Secretary of Administration**
  - Managed receipt of purchased deliveries, ensuring accuracy and timeliness.
  - Organized and categorized purchase orders and delivery documents, ensuring systematic tracking of purchases.
  - Supported sales representatives by preparing quotations, providing guidance, and editing invoices.
  - Oversaw classification and recovery of overdue bills, while managing BLet BT and ensuring receipt of BCs for initiated quotes.
  - Maintained a correspondence numbering register, ensuring proper documentation.
  - Provided accounting assistance as required.
- Mar 2021-Jan 2022  
Clicevent I Casablanca  
**ASSISTANT ADMINISTRATIVE**  
Committed to serving a telecommunications client, I effectively managed and coordinated field teams, including supervisors and facilitators. My responsibilities included daily monitoring, reporting on sales and device dispatch status, conducting phone calls and reminders, managing applications, and verifying contract injections and reports.  
Profile buiseness I Casablanca  
**Accounting assistance**  
Accurate accounting data entry (Purchases, Sales, Bank, Cashier). Proficient in payroll reporting and tax preparation. Skilled in document classification and verifying legal files for debt declaration. Proactive in following up with customers for missing documents. Efficiently manages pay slips and payroll taxes for simplified tax returns.

## Education

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| <b>Baccalaureate in Economics and Management</b> <ul style="list-style-type: none"><li>• Ibn El Mouaat az, Casablanca</li><li>• Year of Graduation: 2016-2017</li></ul> | <b>Bachelor's Degree in Fundamental Studies</b><br>University Hassan II Faculty of Economic and Social, Casablanca <ul style="list-style-type: none"><li>• Option: Economics and Management</li><li>• Year of Graduation: 2021</li></ul> |
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