



SLIM JNAYEH

Office Administrator

✉ jnayahslim71@gmail.com ☎ +216 52 39 68 15

📍 Mouisset Sidi l'Hani, Sousse 4025, Tunisia

A dedicated and detail-oriented Office Administrator with over seven years of experience in administrative and sales roles. Skilled in managing office operations, creating professional documents, and delivering excellent customer service. Seeking to leverage my expertise in Microsoft Office, inventory management, and client relations in a dynamic organization where I can contribute to streamlining processes and enhancing team efficiency.

EDUCATION

Tunisia
2014 - 2015

Computer Science High School Degree

SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong organizational and multitasking abilities
- Excellent customer service and communication skills
- Inventory management and supply chain coordination
- Financial reporting and budget management
- Ability to work both independently and as part of a team
- Problem-solving and decision-making skills
- Time Management
- Attention to Detail
- Adaptability
- Conflict Resolution
- Driving licence: Category B

LANGUAGES

- Arabic: Native
- French: Good Level
- English: Good Level

INTERESTS

- Fashion
- Sports
- Travel
- Reading

PROFESSIONAL EXPERIENCE

■ **Office Administrator** 2021 - Present

EXIST, Mall Of Sousse, Sousse, Tunisia

- Efficiently manage daily administrative tasks, including handling phone calls, emails, and mail, as well as coordinating appointments and meetings.
- Create, format, and update professional documents, reports, and presentations using Microsoft Word and Excel, ensuring accuracy and professional presentation.
- Organize and maintain an electronic and physical filing system for all important documents, ensuring easy access and security.
- Manage office supply orders, ensure timely replenishment, and negotiate with suppliers for the best rates.
- Assist in preparing invoices, budgets, and financial reports using Excel to track expenses and analyze financial data.
- Serve as a point of contact between employees and management, while also communicating with clients and external partners to resolve issues and respond to inquiries.

■ **Sales Assistant** 2017 - 2021

EXIST, Mall Of Sousse, Sousse, Tunisia

- Welcomed customers, assisted, and offered product recommendations to enhance their shopping experience.
- Maintained product displays and ensured shelves were fully stocked, clean, and visually appealing.
- Processed customer transactions, including cash, credit, and debit payments, while ensuring accuracy and efficiency.
- Handled customer inquiries, resolved complaints, and provided after-sales support to ensure customer satisfaction.
- Assisted in inventory management by conducting regular stock checks and coordinating with the inventory team to replenish items.
- Supported promotional activities by setting up displays, distributing promotional materials, and informing customers about ongoing offers.
- Collaborated with the sales team to meet and exceed sales targets, contributing to the overall success of the store.

CERTIFICATIONS

■ **Office Automation Training: Word, Excel, PowerPoint**
Certified By Microsoft, 2019