



# EZ-ZINABI IMANE

## Administration and sales assistant

### PROFESSIONAL EXPERIENCE

#### Receptionist (2024)

Amira Decoration & Cleaning Company - Qatar  
Welcoming and assisting customers professionally  
Handling calls, scheduling appointments, and managing inquiries  
Coordinating between departments for smooth operations  
Ensuring a well-organized reception area  
Assisting in administrative tasks and document management

#### Sales & Management Assistant (2023 - 2024)

Marjane Supermarket - Meknes  
Merchandising and shelf organization  
Product management and inventory control  
Assisting in sales strategies to optimize revenue  
Direct customer interaction and service  
Team coordination and task delegation  
Adapting to various roles based on business needs

#### Commercial Assistant Intern (June - August 2023)

Scarax Biomedical Company - Meknes  
Presenting available services to clients  
Customer service and support  
Scheduling client appointments  
Inventory and stock management

### EDUCATION

Coursera Certificate (Related to Business & Marketing)	2024-2025
Business Management and Marketing Option 3rd year diploma, OFPPT ISTAG BAB TIZIMI [Morocco - Meknes]	2022 - 2024
Modern Literature Baccalaureate  High school ALKINDI	2021 - 2022

### CONTACT DETAILS

+974-70710835  
ezzinabiimane6@gmail.com  
Al eeb, Qatar

### LANGUAGES

Arabe: Native  
Français: Fluent  
Anglais : Good

### PERSONAL SKILLS

Time management  
Organizational skills  
Communication  
Leadership  
Adaptability  
Teamwork

### TECHNICAL SKILLS

Excel  
Word  
PowerPoint  
Sage Software  
Sphinx Software

### HOBBIES

Content Creation  
(Blogging/Social Media  
Management)  
Learning new languages  
Reading  
Photography