

# 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

2021 - 2022

High school ALKINDI

### CONTACT DETAILS

+974-70710835

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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