



NAJLA RMADI

PROFESSIONAL EXPERIENCE

SENIOR RECEPTIONIST | CENTRAL INN SOUQ WAQEF

Dec 2024 – Present | Doha, Qatar

- Front desk management: Greet and assist visitors, clients, and staff with professionalism and warmth, Maintain a tidy and welcoming reception area, Handle incoming calls, emails, and correspondence efficiently
- Scheduling & Coordination: Liaise with internal departments for smooth communication Flow, Coordinate appointments and visitor schedules
- Administrative Support (Reports, documentation, Mailing...)
- Team Supervision: Train and mentor junior receptionists or administrative staff, monitor performance and provide feedback
- Problem Solving

Skills & Qualities Required: communication, interpersonal skills, Proficiency in office software (e.g., MS Office, scheduling tools), Leadership and decision-making capabilities

CAR SALES REPRESENTATIVE | SFAR SERVICES AUTO

MARS 2021 – AUGUST 2023 | Mahdia, Tunisia

- Customer Engagement
- Product Knowledge & Presentation: Stay up-to-date on vehicle features, specs, and pricing, Present vehicles in a compelling and informative manner
- Sales Process & Negotiation: Negotiate pricing and close deals professionally
- Documentation & Compliance: Follow dealership policies and legal requirements
- Follow-Up & After-Sales Service: Ensure customer satisfaction and handle post-sale inquiries, Contact potential leads and follow up with previous clients
- Team Collaboration & Reporting: Meet sales targets and report performance metrics, Coordinate with finance and service departments

PROFILE

Reliable and adaptable professional with a strong work ethic and a positive attitude. Skilled in communication, organization, and problem-solving across various environments. Quick to learn new tasks, committed to teamwork, and focused on delivering consistent results. Seeking opportunities to contribute to a dynamic team and grow professionally.

CONTACT

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DOHA.QATAR

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SKILLS

Teamwork



Adaptability



Microsoft Office



CAR SALES REPRESENTATIVE | BACCOUCHE AUTO

JAN2019 – FEV 2021 | Sousse, Tunisia

- Customer Engagement
- Product Knowledge & Presentation: Stay up-to-date on vehicle features, specs, and pricing, Present vehicles in a compelling and informative manner
- Sales Process & Negotiation: Negotiate pricing and close deals professionally
- Documentation & Compliance: Follow dealership policies and legal requirements
- Follow-Up & After-Sales Service: Ensure customer satisfaction and handle post-sale inquiries, Contact potential leads and follow up with previous clients
- Team Collaboration & Reporting: Meet sales targets and report performance metrics, Coordinate with finance and service departments

EDUCATION

APPLIED LISENCE IN ENERGETICS (renewable energy)

Sep 2012- Avr. 2016 | Sousse, Tunisia

LANGUAGES

Arabic: Native

English: fluent

French: fluent