
Assil Mosbahi

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SUMMARY

Administrative and Customer Relations professional holding a Master's degree in Business English, with solid experience in front-desk operations, administrative coordination, and professional communication. Skilled in handling official correspondence, supporting daily operations, and dealing effectively with clients and stakeholders. Fluent in English and Arabic, with strong organizational and interpersonal skills, seeking to contribute to achieving the company's goals.

PROFESSIONAL EXPERIENCE

- 07/2025 - 02/2026
 - **Sales Representative**
Midpoint Services
 - Generated new leads through prospecting and client outreach
 - Qualified interested clients by assessing needs, budget, and readiness to invest
 - Closed sales deals and secured customer deposits
 - Maintained accurate records and reported sales progress to management
- 03/2025 - 06/2025
 - **Business Developer**
Sud Ht
 - Managed client database and sales pipeline using Odoo CRM
 - Delivered customer experience support and resolved complaints professionally
 - Negotiated and closed sales deals with clients
 - Provided marketing coordination and sales support activities
- 01/2024 - 01/2025
 - **Receptionist**
Hotel Paris
 - Delivered front desk reception services including guest check-in and orientation
 - Utilized Opera PMS to handle bookings, update room availability, maintain guest data, and process payments efficiently
 - Prepared invoices, processed payments, and finalized check-out operations

EDUCATION

- 2023
 - **The Higher Institut of Languages of Gabes**
Master's Degree in Business English
 - Specialized in business communication, professional correspondence, and organizational English

ADDITIONAL SKILLS

- Strong team Leader.
- Fluent in Arabic, French and English
- Communication and Negotiation skills.
- Customer handling skills
- Time Management

INTERESTS

- Travelling
- Photography
- Languages

LANGUAGES

- Arabic : Native language
- English : Fluent
- French : Fluent