

Joelle Ajjan

Executive Assistant
Sales Coordinator

Experienced and skilled assistant



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+96176749319 📞

Beirut, Lebanon 📍

16 February, 1996 📅

linkedin.com/in/joelle-ajjan-232a3b15b in

WORK EXPERIENCE

Sales Assistant Manager/Sales coordinator Boecker Public Health

09/2017 - Present

Beirut, Lebanon

Achievements/Tasks

- Maintain an updated mailing list (new and existing clients), answer incoming calls and filter them appropriately through the rights channels to the right persons.
- Provide assistance in preparing draft of offers and contracts, send them for concerned person for validation, handling efficiently sales inventory and stationery in coordination with concerned department.
- Provide support in event organization and similar activities, training and developing new employees.
- Assist, when needed and applicable, in conducting surveys, deliver assistance in tender administration process.
- Take minutes of meetings and communicate them accordingly, help in the administrative part of renewal process (draft, follow-up, clients' contracts, etc).

Customer Service Crepaway Dining

09/2014 - 09/2017

Beirut, Lebanon

Achievements/Tasks

- Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives.
- Seize opportunities to upsell products when they arise and build sustainable relationships and engage customers by taking the extra mile.
- Keep records of all conversations in our call center database in a comprehensible way, frequently attend educational seminars to improve knowledge and performance level.

Contact: Anthony Salloum - +96171171309

Babysitter Theo et Zoe

01/2014 - 01/2017

Beirut, Lebanon

Achievements/Tasks

- Preparing bottles or baby food.
- Changing diapers.
- Getting kids ready for bed.

EDUCATION

Business Management Al Kafaat University

10/2014 - 07/2017

Ain Saade, Beirut

Economic Science Sagesse Brazilia

10/1998 - 07/2014

Baabda, Beirut

SKILLS

Team development

Communication Skills

Management Skill

Customer Service

Time Management

Work under pressure

Multi-Tasker

Power Point

Excel

Word

Problem Solver

LANGUAGES

Arabic



English



French



INTERESTS

Hiking

Music

Camping

Sports