

Efficient recent college graduate with a Bachelor of Business in Management with Great knowledge and strong work in proficient. Aiming to leverage my academic experience and proven knowledge of customer communications and customer needs assessment to successfully fill the role at your company.

Reine Sobh

UAE – Dubai

+971 565260126

Reinesobh29@gmail.com

Linkedin:

<https://www.linkedin.com/in/reine-sobh-19203b19a>

Skill Highlights

- Project coordination
- Customer service
- Complex problem solver
- Creative design
- Team leadership

Education

Bachelor of Business Management

Modern University for Business and Sciences (2018-2021)

Lebanese official baccalaureate degree in Economics (June 2017)

Certificates

- ICDL Microsoft Certificate (Feb 2021)
ICDL Global
- Customer service specialist (Jan,2021)
Linked in
- IC3 Certiport, Basic in computer hardware (Feb, 2019).
IC3 Certiport Worldwide

Languages

Arabic: Native/Bilingual

English: Listening C2 - Reading C2 - Spoken Interaction C1

Experience

12/2021-3/2022

Project Officer at INJAZ Lebanon (Junior Achievement Worldwide)

- Coordinated training sessions for more than 500 students
- Prepared attendance sheets, invoices and agreements
- Analyzed all the data entries and reports
- Dealt with queries on the phone and by email.

10/2021 to 3/2022

Mentor at SOS village

- Enhanced student’s verbal and non-verbal communication
- Taught students basic and advanced English studies.

09/2021 to 12/2021

Service consultant at Circle of love (mental health organization)

- Ensured customer satisfaction
- Developed effective sales strategies
- Listened to customer concerns and providing information, answers, or responses.
- Obtained and correctly recorded customer information.

04/2021 to 09/2021

Social Media Specialist at National Wellness Network-NWN (Intern)

- Content writing
- Boosted organization’s reputation and grow audience
- Weekly reports about the performance and implementations.

04/2020 to 03/2021

Sales Representative (Forever-living American Company, Dubai branch)

- Embraced teamwork and team player through implementing business plans and marketing strategies
- Attracted new customers

Volunteering

2021 - Present

Founder of Qoyud NGO Launched through Youth Leadership program/UNDP

2021 - Present

Member of Participatory Action Research 2021 (UNICEF)

2020 - Present

Member of Youth Empowerment in Action (YEA)