

Mireille Makhoul

Business management graduate with five years of experience in the field. In addition to my extensive office experience, I have strong communication, customer service and administrative skills. With my knowledge and experience, I could fit in all administrative positions and I would put in best effort.



PERSONAL INFORMATION

Birth Date: 2 February 1993
Mobile Phone: +961.70237711
Email Address: mireille_makhoul@hotmail.com
Nationality: Lebanese
Address: Dekwaneh, Aarid street, Sfeir building, 6th floor.
Marital Status: Single

PROFESSIONAL EXPERIENCE

July 2015 – Present Administrative assistant at **SIGMA ME SAL** (Beirut, Lebanon):
Job Role: Warranty Manager, Executive Assistant, Customer Service.
December 2014 Customer Service at **Teleperformance** (Beirut, Lebanon):
Till June 2015 Job Role: Customer Service and Call Center agent.
August 2012 Sales assistant and Cashier at **SK Bijoux** (Beirut, Lebanon).
Till November 2014
June 2011 Sales assistant and Cashier at **Sinéquanone** (Beirut, Lebanon).
Till September 2011
June 2010 Sales assistant and Cashier at **La vie en rose** (Beirut, Lebanon).
Till September 2010.

EDUCATION

February 2018 License in Business Administration, Management – Lebanese University.

TRAINING AND CERTIFICATIONS

January 2019 Mitsubishi Training, Dubai.
June 2018 SEAT Warranty Workshop, Turkey.
February 2018 FUSO Warranty training, Dubai.
August 2013 Training at **Credit bank**.
August 2012 Training at **SGBL Bank**.

LANGUAGES AND COMPUTER SKILLS

English Bilingual
French Bilingual
Arabic Mother tongue
Computer Word, Excel, PowerPoint, Access
Windows and Macintosh