

Joelie Anid

Education

Bachelor in Business Administration / [Saint Joseph University of Beirut](#)
Beirut, Lebanon

From September 2014 to July 2018

French Baccalaureate in Economics & Social Sciences / [Lycée De Ville](#)
Adonis, Lebanon

From September 2013 to May 2014

Work experience

Order management Specialist/ Sales Agent / [The Art of Boo](#) Lebanon

Since February 2021

- Communicating and managing customer satisfaction
- Responsible for all aspects of order processing
- Organizing and tracking shipments and deliveries for customers
- Drafting Invoices to customers
- Establish, develop and maintain positive business and customer relationships

Receptionist / [Samara Beauty & Spa](#) Antelias, Lebanon

From April 2019 to August 2019

Sales Agent / [Pointure](#) Antelias, Lebanon

From December 2018 to March 2019

Internship / [Saradar Bank](#) Dbaiyé, Lebanon

From July 2016 to September 2016

Customer Service Officer

- Receiving and dealing with customer claims
- Take customer's complaints and seek proactive ways to resolve their problems
- Follow-up of customer experience

✉ joelie-anid@hotmail.com
📍 Aoukar, Lebanon
📅 Date of birth 13/01/1995
🇨🇦 Canadian
📞 70191994

Languages

English

French

Arabic

Computer skills

Microsoft Excel

Microsoft PowerPoint

Microsoft Word

Interests

Certificates

Building Rapport with
Customers

Volunteering

Beirut for the Ethical
Treatment of Animals,
Lebanon