

GHIDA JANOUDI

BUSINESS ADMINISTRATOR

Profile

Highly skilled Office Administrator with an impressive background specializing in administrative work and office support

Experience

- ### INBOUND AND OUTBOUND SALES AT BANK MED

Bank Med, Beirut | Feb 2024 - Present

 - Greet customers and ascertain their needs
 - Answering customer questions regarding products
 - Data entry
 - Being able to close sales with high revenue
- ### INTERNSHIP IN THE MARKETING DEPARTMENT

Fawaz Holding, Beirut | Jul 2022 - Sep 2022

Worked in the spirits department:

 - Merchandising
 - Went for meetings
 - Was taught how to make receipt

FMCG department:

 - Made orders and marketing plans
 - Payments, and sales with wholesalers
- ### MONITOR/ ANIMATOR

Playtown, Raouche | Jun 2021 - Present

 - Organizing birthdays indoors and outdoors on requested locations
 - Lead animations and birthdays.
 - Entertain children.
 - Communicated with parents of different age types and genders
- ### SUMMER CAMP MONITOR

Playcamps, Beirut | Jun 2023 - Aug 2023

 - Planning new event including staffing and management.
 - Scheduling events, activities for kids at all ages.
 - Took responsibility for overall supervision of campers
- ### SUMMER CAMP MONITOR

Toddler's Inn Nursery, Beirut | Jun 2019 - Aug 2019

 - Took responsibility for overall supervision of campers
 - Ensured their wellbeing and safety
 - Supervised various parts of the day, including mealtimes, sport activities, crafts, and projects

Personal information

Name
Ghida Janoudi

Phone
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Email
ghidajanoudi9@gmail.com

Country
Lebanon

City
Beirut

Date of Birth
03-Jan-2002

Skills

| Skill group | |
|--------------------------------|-------------|
| Communication | <div></div> |
| Leadership | <div></div> |
| Ability to work under pressure | <div></div> |
| Fast Learner | <div></div> |
| Ability to work in a team | <div></div> |
| Marketing | <div></div> |
| Negotiating | <div></div> |
| Organizing | <div></div> |
| Public Speaking | <div></div> |
| Customer Service | <div></div> |
| Multitasking | <div></div> |

Education

BACHELOR DEGREE IN UNIVERSITY

University Saint Joseph, Beirut | Sep 2019 - Jun 2023

Graduated in 2023

BACHELOR DEGREE WITH A MAJOR IN GENERAL SCIENCE

Le Lycée Nationale, Bchamoun | Oct 2005 - May 2019

Graduated in 2019

Volunteer work

VOLUNTEER WORK

Lebanese Red Cross | Jun 2016 - Oct 2019

- Organized and participated in many events and workshops with kids and adults
- Volunteered in Youth sector from 2016 till 2019