

ABDO RACHELLE

Data Analyst

71918086

Rachelleabdo@outlook.com

[linkedin.com/in/rachelle-abdo-662129233](https://www.linkedin.com/in/rachelle-abdo-662129233)

Beirut, Lebanon



EXPERIENCE

Business Data Support Officer - Indoor Sales Executive

CMA CGM - Merit Shipping S.A.L

06/2023 - 04/2025 BDD

Description

The Business Data Support Officer in the MDM Team is responsible for analyzing and managing data for individual, and corporate clients. Key duties include ensuring data accuracy, generating reports, and providing insights to support decision-making. This role involves collaborating with various departments to optimize data use and maintain comprehensive records, enhancing operational efficiency and client satisfaction.

Receptionist/Customer service representative

Belcor Med Spa

04/2022 - 06/2022 Araya

Description

Greeting customers, managing appointments and bookings, processing payments, and maintaining up-to-date customer records. Keeping the reception area clean, handling administrative tasks, and providing information about spa services and products. Monitoring and restocking supplies, coordinating with other departments, supporting marketing activities, and resolving customer complaints.

Telemarketer

StargoMax

01/2021 - 12/2021 Dekwaneh

Description

Handling inbound and outbound calls adeptly, managing appointments and payments, and maintaining meticulous records. Providing comprehensive product information, organizing workspace efficiently, and assisting with administrative tasks. Monitoring inventory, collaborating across departments, supporting marketing efforts, and effectively resolving customer concerns to drive sales success.

Zumba teacher

Don Bosco

01/2017 - 01/2019 Kahale

Description

Bringing dynamic leadership and organizational skills as a Zumba teacher, involves creating engaging fitness routines and fostering teamwork. This parallels effective management principles, emphasizing the ability to inspire and coordinate collective goals—essential for success in leadership roles.

EDUCATION

Business Management

Lebanese University - Faculty of Economical Sciences and Business Administration

01/2021 - 12/2021 Achrafieh

SUMMARY

With a strong foundation in communication and leadership, I have honed my ability to motivate and guide teams effectively. My capacity to handle multiple tasks and manage various functions seamlessly has consistently allowed me to resolve problems efficiently as they arise. My academic pursuits were aligned with my professional aspirations in the business industry, and I am fully prepared to embark on a career aimed at excelling as a business manager.

LANGUAGES

Arabic Native ●●●●●
English Proficient ●●●●●
French Advanced ●●●●●

SKILLS

Microsoft Office

CRM

Critical Thinking

Problem-Solving

Motivation

Positive Attitude

Going the Extra Mile

Innovative Mindset

Effective Negotiation

Decision-Making

ACHIEVEMENTS

- Completed comprehensive training across all departments at CMA CGM to ensure thorough understanding and proficiency.
- Achieved record-breaking daily task completion rates, showcasing dedication and efficiency in work.
- Fostered positive relationships with team members to promote a healthy and collaborative workspace environment.

EDUCATION

Business

Lebanese University - Faculty of Economical Sciences and Business
Administration

📅 01/2019 - 12/2020 📍 Achrafieh

Certificate of Completion - Financial Literacy "A Day at Bank
Audi

Don Bosco

📅 01/2018 - 01/2018 📍 Kahale

