



JANOUC KHALIL

ACCOUNTANT& CUSTOMER SERVICE
24 YEARS OLD

CONTACT

☎ 01225817515

✉ Janoukhalil@icloud.com

📍 37 St.Hassan Zaki Jamila
Abu Haried (El syouf fire
square) -Alexandria

SKILLS

- COMPUTER SKILLS
- HARDWORKING
- COMMUNICATION SKILLS
- WORK UNDER PRESSURE
- LEADERSHIP
- TEAMWORK
- FAST LEARNING

LANGUAGES

- Arabic (Fluent)
- English (good)

PROFILE

I have gained a degree of experience in the field of Accounting and Customer Service

And due to my desire to develop functions of accounting profession in a reputable company like yours

And also my need to obtain more experience and skill by working within a professional team

.Because I always want to develop my experience to achieve all my goals and goals of organization

WORK EXPERIENCE

- **Nouvelage Beauty Clinic**

2023

Receptionist

 - Responsible for receiving and welcoming visitors, assisting them, and informing them of all services.
 - Answering phone calls and paying attention to how to respond.
 - making reservations for clients,taking into account that appointments do not overlap.
 - view and respond to emails directly without delay in a professional manner.
- **Reform GYM**

2021-2022

Receptionist

 - Receiving customers and responsible for entering their data into the database
 - I communicate with them regularly to inform them of new offers and convince them to join the gym
 - Responsible for responding to their inquiries and following up

EDUCATION

Alexandria University

- Graduated from faculty of financial and management
- icdl course