

Anas Habli



✉ hablianas@gmail.com

☎ 058 545 7626 📍 Dubai, UAE

📅 17 Sep 1988

🎓 EDUCATION

Bachelor's Degree in Applied Computer Science (IT) to Management
Arrobas Institute
Sep 2012 | Tunisia

High School Degree in Technical science
Taher Haded School
Jul 2007 | Elhamma, Tunisia

🧠 SKILLS

- Computer Science skills: Word, Excel, PowerPoint, Access, programming (Java, HTML, C++), SQL
- Strong communicator
- A strong passion to ensure customer satisfaction
- Good team player
- Strong leadership and motivational
- Ability to work independently and as part of a team
- Responsibility, Punctuality, Flexibility, Creativity, confidentiality, Adaptability...
- Data entry/analyst
- Document Controller
- Attention to detail
- Problem Solving
- Experience setting sales goals
- Excellent presentation and reporting
- Mathematics Skills

🏢 PROFESSIONAL EXPERIENCE

Admin coordinator & Sales Representative **Red Home Trading and Contracting**

May 2023 – present | Qatar

- Conduct market research to identify potential clients and industries for business development.
- Proactively reach out to prospective clients through various channels, including cold calling, emails, and networking events.
- Build and maintain strong, long-lasting relationships with clients.
- Understand clients' needs and requirements, and propose tailored solutions to meet their expectations.
- Prepare and deliver compelling sales presentations to potential clients, showcasing the company's products/services and unique selling points.
- Work closely with the legal team to draft and finalize contracts, ensuring compliance with company policies and legal requirements.
- Stay updated on industry trends, market conditions, and competitor activities.

Assistant Manager **GAT Insurance**

Aug 2022 – Mar 2023 | Tunisia

- Manage and organize insurance documents, policies, and client records.
- Maintained accurate records of insurance policies and client information.
- Accurately enter client information, policy details, and other data into the company's systems.
- Manage office supplies and equipment inventory.
- Ensure a clean and organized office environment.
- Drafting emails, managing the schedules of agent and other office.
- Managed electronic and paper filing systems for policies and claims.-Manage calendars to optimize workflow and ensure timely appointments.
- Assisted in the renewal process by sending reminders to policyholders.
- Worked with underwriters to assess policy renewals and updates.-Prepared reports on policy activity, including renewals, cancellations, and claims.
- Compiled data for underwriters and management to assess risk and performance.
- Mention any specific insurance software or tools you are proficient in, such as CRM systems, insurance rating software, or Microsoft Excel for data analysis.
- Highlight any instances where you successfully resolved complex client issues or challenges related to insurance policies.
- Assisting with the monitoring of spend for all insurance claims by maintaining accurate records of settlements/ payment made.
- Provide general administrative support to insurance agents, underwriters, and other team members.

Sales Representative & Admin Assistant **AMI Insurance**

Nov 2020 – Jul 2022 | Tunisia

- We offer Insurance for Motors, Life, Medical, Health, Property, Travel.....
- Building and maintaining strong relationships with clients.
- Identify and target potential clients for insurance products.
- Conduct thorough assessments of clients' insurance needs and financial situations.
- Assisting customers with their insurance needs, including policy inquiries, claims processing, and policy renewals.
- Answer calls, drafting, schedule consultation, file documents and perform data entry tasks.
- Establishing and maintaining document control processes and procedures.
- collaborating with underwriters and claims teams to ensure a smooth customer experience.
- Creating and managing a centralized document control system for storing, tracking, and retrieving documents.
- Ensuring that all documents are properly organized, labeled, and indexed for easy retrieval.
- Training employees on document control procedures and best practices.
- Managing the archiving and disposal of outdated or expired documents in accordance with retention policies.
- Strong phone contact handling skills and active listening.

INTERNSHIPS

BNA BANK

Jul 2012 – Sep 2012

IT Service Office "Global Info"

Jul 2011 – Aug 2011

LANGUAGES

Arabic	● ● ● ● ●
English	● ● ● ● ●
French	● ● ● ● ●

- Participating in training programs to enhance product knowledge and customer service skills.
- Staying informed about industry trends, changes in insurance regulations, and new products.

Admin coordinator & Sales Executive MEUBLATEX Furniture Company

Oct 2018 – Oct 2020 | Tunisia

- Assisting, planning, and implementing strategies to attract customers.
- Coordination between various departments and the factory.
- Coordinating daily customer service operations (sales processes, orders, payments).
- Tracking the progress of weekly, monthly, quarterly and annual objectives.
- Monitoring and maintaining store inventory.
- Evaluating employee performance and identify hiring and training needs.
- Supervising and motivating staff to perform their best.
- Engaging in active listening with callers, confirming or clarifying information and diffusing angry clients, as needed.
- Understand customer needs and preferences, and provide guidance and recommendations on furniture selections to meet their requirements.
- Showcase furniture pieces to customers, highlighting their quality, comfort, and style.
- Provide customers with accurate pricing information and options, including any promotions or discounts available.

Administrative Assistant Driving School

Mar 2016 – Jul 2018 | Tunisia

- Assisting the director in managing the overall operations and activities of the driving school.
- Overseeing the daily operations of the driving school, including scheduling classes, instructors, and driving sessions.
- Managing the recruitment, training, and performance evaluation of driving instructors and staff.
- Monitoring student progress, providing feedback, and addressing any learning difficulties or challenges.
- Managing administrative tasks, such as maintaining student records, preparing reports, and managing financial transactions.
- Maintains database by entering new and updated information.
- Maintain files and records with effective filing system, maintaining effective records and administration.
- Prepare documents related to staff driving license applications.
- Document controller and data entry.

Administrative Supervisor Conservatoire EDDAR

Dec 2013 – Dec 2015 | Tunisia

- Provide administrative support to school staff and faculty, including scheduling meetings, answering phones, and responding to emails.
- Assist in preparing and distributing school communications and announcements.
- Help coordinate events and activities within the school.
- Input student information into the school's database system.
- Update student records with attendance and grading data.
- Maintain accurate and up-to-date enrollment records.
- Organize and maintain digital and physical files, including student records, administrative documents, and correspondence.
- Ensure that documents are properly labeled, filed, and easily retrievable when needed.
- Maintain open lines of communication with parents or guardians regarding student progress and concerns.
- Document controller and data entry.