



Soukayna Belghit

Receptionist

Contact

Phone

+971-505717484

Email

belghit.soukayna@gmail.com

Address

Burjaman Bur Dubai, UAE

Education

2022

French Studies

University of Siddi
Muhammad Ben Abdullah,
Morocco

2019

in Human Sciences

Sidi azzouz

Expertise

- Team Handling
- Handling Databases
- MS Office
- Business Calculations
- Accounting
- Data Entry
- Social Media Marketing

Language

- English
- Arabic
- French

Visa Status: Own Visa

Experience

2022 - 2023

Alex Tourism I Dubai, UAE

Visit Visa Consultant

Responsible for developing and implementing strategies that promote company & brand's products.

By managing various channels like:

- Call handling
- Outlook
- Email Handling

2019 - 2022

Webhelp || Fes, Morocco

Team Leader

Customer Services Specialist at WebHelp Pvt. Ltd. Handled whole France customers for webhelp.com Company.

2016 - 2019

Diamond Call || Taza, Morocco

Receptionist

- Meeting with clients to close the Deals .
- Creating organic Content Publish on Facebook & Twitter
- Managing Team.
- Making appointments for all staff or for specific employees, such as executives
- Processing bills and helping clients or customers if they have any questions about their charges
- Organizing files for billing, customer and client records, etc.
- Directing visitors to the correct office
- Responding to all customer inquiries in a polite and timely manner

Reference