



# AMAL BELHADJ

Experienced and organized professional with a solid background in administrative support, management assistance, and sales. Skilled in managing office operations, maintaining records, and fostering positive client relationships. Demonstrates exceptional attention to detail and communication skills honed through diverse roles in the healthcare and manufacturing sectors.

## Contact Details

### Address:

Sharjah,  
United Arab Emirates  
Call: +21627990866

### Email:

belhadjamel55@gmail.com

## Personal Data:

Date of Birth: 29/08/1999  
Nationality: Tunisia  
Visa Status: Visit Visa

## Academic Qualifications:

- **High School Diploma in Economics and Management**  
2019

## Computer Skills:

- **Microsoft Office**
- **Internet And Social Media**

## Language Skills:

- **Arabic - Native**
- **French - Fluent**
- **English - Good**

## Professional experience:

### **Sales Representative at Pharmaceutical Company from July 2022 – September 2024**

- Cultivated and maintained strong relationships with healthcare professionals, significantly contributing to customer satisfaction and sales growth.
- Demonstrated product knowledge to effectively inform clients, resulting in increased sales and positive feedback.
- Coordinated closely with team members to exceed quarterly sales targets, contributing to overall company revenue.

### **Secretary at Orthopedic Medical Center, Tunisia from October 2019 – June 2022**

- Provided administrative support, including appointment scheduling, record maintenance, and handling patient inquiries.
- Coordinated with medical staff to streamline patient flow and enhance clinic efficiency.
- Maintained patient confidentiality and adhered to healthcare standards in documentation and patient interactions.

### **Assistant Manager at Marble Factory, Tunisia from August 2017 – September 2019**

- Assisted in overseeing daily factory operations, ensuring productivity and quality standards were met.
- Managed employee schedules, addressed workforce challenges, and facilitated efficient workflow processes.
- Coordinated with suppliers and handled customer inquiries to enhance service satisfaction and production efficiency.

### **Secretary at Al-Rayhan Hospital, Tunisia from 2015 – July 2017**

- Supported hospital administration by managing patient records, handling correspondence, and maintaining appointment schedules.
- Collaborated with medical staff to optimize patient care operations and ensure timely service delivery.
- Demonstrated excellent organizational skills, contributing to a more efficient and responsive work environment.

## Skills:

- **Customer Service Excellence:** Skilled in creating positive interactions and swiftly resolving issues to maintain high satisfaction.
- **Office Administration:** Appointment scheduling, record management, and customer service.
- **Communication:** Strong verbal and written communication skills, effectively engaging with clients and team members.
- **Sales:** Expertise in customer relationship management and product knowledge presentation.
- **Team Coordination:** Skilled in supporting team dynamics and maintaining productive work flows. service delivery.
- **Time Management:** Ability to work under pressure and manage multiple customer requests efficiently.