



# ISSA DIB SALLOUM

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## ABOUT ME

High sense of responsibility, punctuality, and skills to work under pressure with a positive attitude, abilities to interact at different levels in work groups, dynamic, organized, and skilled, oriented to achieving my goals and objectives, always available to receive any specific training for the position so that it allows me the best development within the company.

## HIGHLIGHTS

- Results-oriented
- Revenue generation
- Business development
- Organizational capacity
- Operability and commitment
- Ability to motivate staff and maintain good relations.
- Resistance to stress
- Good manners

## EXPERIENCE

### COSTUMER SUPPORT (07/2023 - 10/2023)

I exceled in this past role providing script-based customer service for an electric service company in Spain. understanding needs, remaining patient during inquiries, and exceeding expectations through clear and polite communication, my experiences in past jobs demonstrate a proven ability to provide exceptional customer service.

### EXECUTIVE ASSISTANT AT A MUSICAL EDUCATION PROGRAM (04/23 - 04/24)

I thrived in providing exceptional customer service for musicians as an Executive assistant. My ability to actively listen and ask insightful questions allowed me to pinpoint issues quickly, ensuring accurate solutions. I consistently maintained optimal inventory levels through strategic ordering, keeping costs down for both me and my clients. Furthermore, I honed my skills in email management, scheduling, and providing comprehensive administrative support to my manager.

## EDUCATION

### BACHELOR OF SCIENCE (2011)

### MUSIC DEGREE (2021)

### MODERN LANGUAGES (PRESENT)