

Célia Soueidy
22 years, Lebanese
Beirut, Lebanon
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PROFILE SUMMARY

Versatile and results-driven professional with a proven track record in Business and Customer Support. Strong communication and problem-solving skills. Adept at collaborating with cross-functional teams to achieve impactful outcomes. Eager to contribute my skills to a dynamic organization focused on building my career and develop more skills.

EDUCATION

Universite La Sagesse, Furn El Chebbak, Lebanon	Expected Graduation May 2026
BS Major Management Information Systems	
École Des Arts Et Des Métiers, Dekwaneh, Lebanon	Graduated in 2021
BT3 Electronics	

WORK EXPERIENCE

United Fisheries Co. SAL, Dekwaneh, Lebanon	Mar 2025 – Present
Invoicing Specialist	

- Preparing and issuing invoices
- Handling billing inquiries
- Tracking payments and follow-ups
- Generating reports

Urban Central Suites Hotel, Dekwaneh, Lebanon	Sept 2023 – Jan 2024
Front Office Receptionist	

- Answered incoming telephone calls from prospective and existing guests.
- Assisted with guest requests and complaints.
- Maintained accurate records of guest charges.

Food Retail SAL – Metro Superstore, Hazmieh, Lebanon	Dec 2020 – May 2022
Assistant Head Cashier and Customer Service	

- Ensured customer satisfaction and provided professional support.
- Communicated and coordinated with colleagues as necessary.
- Resolving cash tills at the end of every shift and generating daily reports of each register.

WORKSHOPS ATTENDED

Universite La Sagesse, Furn El Chebbak, Lebanon

- CV Writing.
- Job Interview skills

COMPUTER SKILLS

Microsoft Office: Word, Excel, PowerPoint, Access .
SAP, ERP.

LANGUAGES

Fluent in English and Arabic