

SIHAM ELGHARBI

ABOUT ME

Hello... I am a hard working and self motivated individual from France who enjoy meeting new challenges and seeing them through to completion. I always tried during my studies and professional life to seek various opportunities in order to improve my flexibility in adapting myself to new surroundings.

EDUCATION

2016	English Courses EC English Language Centres London	2013-2015	Training for the Bar exam University Paris I Panthéon-Sorbonne Paris, France
2011-2012	Postgraduated degree/ International business law University Paris-Sud XI, Paris	2010-2011	Master's Degree/ International business law University Paris I Panthéon Sorbonne, Paris

EXPERIENCES

2015 (5 months)	Penelope Agency Paris, France Receptionist <ul style="list-style-type: none">Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments.Greet persons entering establishment such as location of departments or offices, employees within the organization, or services providedKeep a current record of staff member's whereabouts and availability.
2014 (6 months)	Naf Naf Paris, France Sales associate <ul style="list-style-type: none">Handling the complete sales processEducating clients on the company's products and servicesKeeping in touch with customers via a range of mediums such as phone calls, letters, email and textsExecuting and organized, efficient and structured sales processImage coaching
2013 (3 months)	Le Patio des Champs Elysées Waitress, Paris, France <ul style="list-style-type: none">Provided exceptional, friendly and fast serviceSkillfully anticipated and addressed guests ' service needsConsistently adhered to quality expectations and standardsAppropriately suggested additional items to customers to increase restaurant salesMaintained knowledge of current menu items, garnishes, ingredients, etc.

CONTACT

Email : siham_elgharbi@hotmail.fr

Phone : 07729240011

LANGUAGES

ENGLISH	B2 - Band score 6 IELTS
FRENCH	Native speaker
ARABIC	Conversational
SPANISH	Notions

SKILLS

MICROSOFT OFFICE



ACCROBAT



ADOBE FLASH



ACHIEVEMENTS

Semifinalist of the Concours d'arbitrage international ("*International Arbitration Contest*") co- organized by Sciences Po Paris and the Law Firm Clifford Chance - Litigant.

MISCELLANEOUS

Sports :

- Swimming
- Yoga
- Tae Kwon Do

Reading :

- French litterature
- Philosophy
- Psychology