

# MOUNA



# BERDIS

## PROFILE

Hi, my name is Mouna Berdis, I'm 24 years old.  
I speak English and Arabic fluently.  
I'm a good team player, organized, can work under minimal supervision and a quick learner.

## WORK EXPERIENCE

**UPWORK.COM • 2014-2017**

Freelancer Writer

**FIVER.COM • 2015-2018**

Freelancer

**ANGELONOR AGENCY • 2017**

Customer Service

**JEBELL CORP • 2017**

Writer

**ENHAF.COM • 2017**

Virtual Assistant

Translator

Writer

**ASTRAQOM.COM • 2018 - UNTIL NOW**

Translator

Virtual Receptionist

Premium Solutions Consultant

## EDUCATION

**CADI AYYAD UNIVERSITY • 2013 - 2017**

English Literature Studies

**OFPPT • 2017 - 2018**

Business Management

**HIGH SCHOOL DIPLOMA • 2013**

Modern Literature

## SKILLS

Creativity ●●●●●

Teamwork ●●●●●

Flexibility ●●●●●

Communication ●●●●●

## CONTACT

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