



MAËLLE DIGAT

ABOUT ME

I am dynamic and versatile, able to talk on the phone, smile and take orders from the boss..

CONTACT ME



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66000 PERPIGNAN



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06 19 42 53 46

LANGUAGE LEVEL

French
Dutch
English
Spanish

COMPETENCES

Word, Excel, PowerPoint, Google Sheets, Canva, Padlet.

MISCELLANEOUS

Movies, reading, cooking, cosmetics, shopping.

EXPERIENCE

From June 2018 to March 2020

Sales assistant at D&M :

- Writing and sending quotations to customers
- Constant relationship with the customer to transmit the necessary information
- Updating customer databases and sales statistics
- Making an appointment for the sales manager
- Preparation of commercial offers
- Organization of field trips for sales representatives.

From June 2016 to June 2018

Accountant at the My Copy Media printing company:

- Manage company accounts
- Customer reception
- Telephone calls
- Recording of accounting transactions.
- Issuing invoices.
- Processing of banking transactions.
- Preparation of VAT returns.

SKILLS AND ABILITIES

Computer skills
Ability to work as a team
Communication skills
Meaning of the Initiative
Flexible

DIPLOMAS

BTS MCO - operational commercial management
Bachelor's degree in HRM
Master pro management