

BENCHAIBE

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***QUALIFICATION***

2015: Cabin Crew training in Fly Fra Recruitment Agency.

2014: License degree in English Faculty of Anglo-Saxon Es-Senia four years studies at the University specialty English.

2009: Bachelor of foreign languages specialized in fourth languages English, French, German, and Arabic for 3 years.

2007-2009: Diploma in English at Sibawaih School thought by American teacher and Americandegree by the Embassy of U.S.A.

***PERSONNEL QUALITIES***

-Flexible, motivated, problem-solving and crisis-management skills, Sense of humour, trust work, work well under pressure, friendly.

***WORK EXPERIENCE:***

November 2013 to June 2014 English Teacher in Private School

* Plan-prepare activities that facilitate learning.
* Develop schemes of work and lesson plans.
* Prepare require reports on students and activities.
* Management student behavior in the classroom by establishing and enforcing rules and procedures.

Commercial Responsible and receptionist in Organization of Seminars in Hotel

* Booking rooms for the learners.
* Organized the simiminart (the room – the program studies selection of the teacher).
* Select, Organize and synthesize keys ideas.
* Build relationship of natural trust with clients, and handle complaints and concerns in a sensitive way.

September 2014 – September 2015: Executive Assistant in Private Company “SARL INOTIS”

* Coordinate with the Manager, Consultant planner and other Managers.
* Prepare letters of correspondence.
* Making sure to meet the dead lines.
* Monitor the timesheet of each employee in Management department every day.
* Receive all phone calls from the clients and transfer if necessary.
* Communicated with multiple departments to plan meeting and prepare welcoming packages for the clients.

October 2015 until now ExecutiveAssistant in Immobilier Agency

* Welcome and guide visitors.
* Manage phone calls from outside the company and its hierarchy.
* Ensure the classification and archiving of files entrusted to him.
* Coordinate the planning teams, and participate in the recruitment.
* Monitors folders and tasks entrusted and required to make reports.

***LINGUISTIQUE LEVEL:***

**English**: Fluent

**French:** Fluent

**Arabic:** Fluent

***KEY SKILLS***

* Fluent knowledge of internet and general computer tools, good manipulation of computer skills Word, Excel and Web surfing: Navigation, Researched, E-mail service.