FATIMA

Education

**BACHELOR OF INTERNATIONAL BUSINESS** (2011 – 2014)Oran University

**Baccalaureate of Trade & Business Administration** (2009 – 2011)MK College

**ELS Certificate of General & Business English** (Nov 2013) Sibawaih Language Institute

**Languages**

**1-ARABIC:** Native speaker **2- ENGLISH:** fluent

 **3**-**FRENCH:** fluent **4**- **ITALIAN:** pre-intermediate

**Work Experience**

* **LEGAL SECRETARY** **NRL Group Al GARHOOD** – Dubai
* Prepare legal documents and correspondence.
* Coordinate with relevant government organisations.
* **ASSISTANT MANAGER IMPORT & EXPORT Ltd (**Nov 2014 – Oct 2015)
* Coordinate with Banks (for L/C) and Shipping & Freight Forwarders.
* Gather all shipping documents including B/L (Bill of Loading), Commercial Invoice, Certificate of Origin, Packaging list, Manifest, Certificate of Inspection, and arrange

 the required documents for issuing the customs declaration.

* Follow up with Customs clearance issues, logistical and administrative aspects.
* **Intern at SONATRACH –GNL1- Oil & Gas Company**  (July 2014 – Aug 2014)
* Assist with day to day operations of the HR functions and duties.
* Assist in payroll preparation by providing relevant data (absences, leaves,..)
* **Intern at PORT OF ORAN– Terminal of Containers** (March 2014 – May2014)
* Interact with senior management and working on real industry issues in port administration, terminal operations, logistics and shipping.

**Technical Skills**

Excellent command of Pack Office; Word, Excel, Power Point, Outlook, social media.

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