**Smail**

**OBJECTIVES:**

It is always my desire to share my skills and knowledge in any field of work. To support the company’s needed where I am productive and effective. To maximize the potential and excellent result of the area where I am designated.

**WORK EXPERIENCE:**

**CIMAT COMPANY**

Morocco

**Office employee**

August 2015 to February 2016.

**MEDJU06**

Morocco

**Administrator**

March 2015 to May 2015.

**COSUMAR COMPANY**

Morocco

**Office employee**

August 2012 to July 2013.

**JOB DESCRIPTION:**

this jobs is necessarily concerned with Control of documents that include the company's holdings with the introduction of this data to a computer, A review of the company's data And everything related to office services.

**EDUCATIONAL HISTORY:**

**IT Diploma**

EGIAM – Azro 2013 – 2015

**Morocco**

**Bachelor**

ATLAS SCHOOL “2012”

**Morocco**

**TRAINING PROGRAMMS:**

Internet Service, “MEDJUINFO” MOROCCO.

Stationery Bookstore, “ADOUMAZ” MOROCCO.

Training course in “FIRST AID” by “Moroccan Civil Protection”.

**PERSONAL DATA:**

Birth Date : **September 09, 1991.**

Civil Status : **Single.**

Nationality : **Moroccan.**

Languages : **English, French And Arabic.**

**DUTIES AND RESPONSIBILITIES:**

* Work under pressure.
* Attention to detail.
* Accuracy, speed and discipline.
* Error handling quickly and professionally.
* Teamwork or single does not constitute any change.
* Work hard and love of learning new things.
* Share experiences with others in the workplace.
* Provide assistance as much as possible.
* Have a professional look**.**

**SPECIAL SKILLS:**

**First Aid** - **Computers** - **Office Work** - **MS Office**.

**Job Seeker First Name / CV No: 1720476**

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