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| Noureddine 10th June 1984, Sale. |

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| --- | --- |
| Status:  | Visit Visa |
| Nationality: | Moroccan |
| Marital Status: | Single |
| Mobile: | 050 357 2027 |
| E-mail: | Noureddine.297911@2freemail.com  |

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|  **To make life challenging through a creative and competitive environment where I have the opportunity to assert a strong sense of responsibility and to put all my efforts to succeed and extend my experience.** |

**Employment Details**

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| Toptrans Engineering Morocco**Job Title :** **S**torekeeper | 01St Oct 2010 **to** April 2016 |

* Stock Movements: Issuing store Notes (SIN), Goods Received Notes (GRN), Issuing Purchase requisition (PR).
* Stock Inventory: Updating Stock lists, doing physical checking, Data entry and reporting.
* Monitoring all the operations and the activities inside the store.
* Administrative Assistance: Documents translating, Files Arrangements and checking the attendance.

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| INFOTEAM**Job Title :** **T**ypist | 15Th Feb 2010 **to** 30Th June 2010 |

* Being in charge of Data Entry on the system.
* Controlling & revising the data entered by the other typists.

**Educational Qualifications**

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| --- | --- | --- | --- |
| Bachelor of Art (BA)Diploma  | English Studies | Mohammed V University | Year Completed: 2009 |
| Accounting Certificate |  | Institute of Technology ; ISTA | Year Completed: 2005 |
| Baccalaureate | Modern Letters | Mohammed Sbihi High School | Year Completed: 2004 |

**Computer Knowledge**

* MS-Word; MS-Excel; MS-Power Point and Internet Browsing etc.

**Language Proficiency**

* Arabic = Native Speaker.
* English= Fluent in both spoken & written.
* French = Spoken & Written.