**Curriculum Vitae**

**Name**: Rebai

**E-mail**: [rebai.317724@2freemail.com](mailto:rebai.317724@2freemail.com)

**Personal information**

Birthday: 5/11/1979

Place of birth: Tunis, Tunisia

Nationality: Tunisian

Gender: female

Marital status: single

**OBJECTIVES**:

To obtain a position in a company that will provide opportunities both for my personal and professional growth

**Education**

**June 2007**, Amideast, Tunisia

Certificate of Achievement in Test of English for International Communication (TOEIC)

**November 2006 – May 2007**, (CREFOC,Ariana-Tunisie)

Certificate in Business English

**February 2004**, the African Bank of Development, Tunisia

Training in the human resources department.

**2004**, Institut de Travail et des Etudes Sociales, Tunisie.

         B.A in Human Resources (sciences de travail)

**2000**, High school Hannibal, Ariana , Tunisia

         Baccalaureate of Arts certificate

**SKILLS:**

         Good interpersonal skills, displaying confidence in achieving and maintaining professional credibility

         Forward thinker who works well on own initiative and passion.

         Have the ability to manage time efficiently

         Fast learner

         Computer Literate

**Experience**:

**June 2012 – till now**

**Secretary in Etijahat Business Development**

• Responsible for providing administrative support to the administrative manager and managing other tasks as assigned by the manager  
• Responsible for attending meeting with the manager and assisting in creating new policies and plans to the company’s objectives  
• Responsible to preserve relationship with clients to understand their requirements

**.**filing, archiving, scanning and faxing documents

. Answering and dealing with incoming and out coming telephone calls

**March2011- April 2012 (Tunisia)**

Medical secretary in Tunisia:

. Responsible for answering the phone

. Interacting with patients

. Taking appointments

.responsible for all the office work

**March 2010- february2011**

Administrative assistant in an importing company in Tripoli Libya (Elentissar Company for importing trucks and spare parts- IVECO)

* Translate documents (emails, letters, faxes,) from french to Arabic and vice versa
* Responsible for customer’s reception
* In charge of the document control department, controlling the flow of documents.
* Scanning of incoming/outgoing documents and arranging them accordingly for easy retrieval and reference.
* Looking after the day to day works for the maintenance of the office document, log register, and receiving calls.
* Follow up on inquiries and other related works.
* Assisting my manager in meetings and preparing reports after meetings.

**May2008-February 2010 to present**, Medical secretary of a paediatrician and a dermatologist (Tunisia)

. Responsible for answering the phone

. Interacting with patients

. Taking appointments

. Sterilizing medical equipment

. Preparing the diagnostic room for patient care.

.responsible for all the office work

**2006-January 2008(Tunisia)**

Private tutor (French & Arabic course)

**September 2004 - December 2006**, secretary in cleaning service company (Elwafa services Tunisia)

. Responsible for coordination between customers and Labour

. Ensuring high quality service

.answering the phones, making appointment with client

**Other information**

Fluent in Arabic: written and spoken

Fluent in French: written and spoken

Fluent English: written and spoken

Computer skills: Word processing, Excel, PowerPoint and Internet skills

**Interests**

Reading, exercise, music and cooking