**Soukaina**

**Soukaina.336016@2freemail.com**

**Experience**

Maximum 3 compétences.

Cette rubrique peut remplacée par objectifs.

* 2015 / 2016 Golden vert maroc, Personal assistant
* Planned the time table schedule of business,personal and weekend activities
* Efficientely managed telephone calls and emails
* Maintained and managed activities commitements, and deliveries
* Prepare agendas for meetings
* Organized personal and professional calendars
* Advanced knowledge using Microsoft Office : MSWord, MSOutlook and other software programs

**Education**

* 2015 Bachelor degree in English studies

 Sidi mohamed ben abdallah. Fes

**Languages**

* Arabic
* English
* Frensh
* Hindi

**Areas of expertise**

* Accurate and detailed
* Analysing problems
* Reliability
* Excellent communication skills
* Administrative support specialist