**EDUCATION**

**2013-2015**  Master of International Business

**London, UK Ulster University**

**2011-2012**  Professional Bachelor Degree : Entrepreneurship and project management

**Rabat, Morocco Mohammed V University, Souissi**

**2009-2011**  DUT Business Management

**Rabat, Morocco Mohammed V University, Souissi**

**SKILLS**

- Project Management

- Team Management

- Entrepreneurship

- Development of Business Plan

**Français** : Fluent

**Anglais :** Fluent

**Espagnol :** Basic Knowledge

**IT:** Excel, PowerPoint, Word.

**Professional Qualities :**

* Creative
* Ambitous
* Curious
* Thorough
* Perfectionist
* Punctual

**EXPERIENCE**

**September 2016 to November 2016**

***Boukhris & Associés***, Office Manager

Tasks: - Liaising with staff, suppliers and clients

* Ensure all Material procurement activities from sourcing to contract.
* Organizing office operations and procedures
* Using a range of office software, including email, spreadsheets and databases;
* Liaising with staff, suppliers and clients
* Analyse, control and negociate supplier’s offers.
* Managing filing systems
* Arranging regular testing for electrical equipment and safety devices
* Contributes to team effort by accomplishing related results as needed
* Organising meetings
* Arranging appointments

**March 2014 to August 2014**

***Sense London***, Events Presenter in London

*Tasks : -* Introducing and Hosting Events

**November 2012 to September 2013**

***Teleperformance***, Customer Advisor

*Tasks :* - Help promote the Company

* Inform customers about services that could suit them
* Suggesting products they may be interested in
* Putting them in touch with [someone senior](https://www.totaljobs.com/careers-advice/job-profile/customer-services-jobs/customer-service-manager-job-description) should they need it
* Solving Customer’s issues and finding the right solution



**Rihab**

[**Rihab.339285@2freemail.com**](mailto:Rihab.339285@2freemail.com)

**PERSONAL INTERESTS**

Culinary Art, Team sports, Swimming, Travel, Reading