|  |  |
| --- | --- |
|  | Curriculum vitae |
| PERSONAL INFORMATION | Imen  |
|  |  |
|  |  |
|  |  Imen.350019@2freemail.com  |
|  |  |
| WORK EXPERIENCE |  |
| 17/04/2012–30/07/2016 | executive assistant |
|  | SALAMA ASSURANCES ALGERIE, N°05 Al Amal Cooperative, 16078 Said Hamdine (Algeria) |
|  | -Preparation and management of the appointment's program of the General Manager. |
|  | - Conception and editing letters, reports, notes and minutes of meeting (French, English, Arabic). |
|  | - Organize the agenda of the General Manager optimally. |
|  | - Organize meetings of senior management and ensure the implementation of various logistical |
|  | arrangements. |
|  | - Organize trips (booking tickets, hotel). |
|  | - Provide an interface between the Secretariat of the Executive Management with the central |
|  | departments and regional agencies. |
|  | - Documentation management, mail and the Directorate General Secretariat archives. |
| 10/10/2011–10/01/2012 | Translator |
|  | teaching hospital |
|  | Bab El Oued, 16000 Algiers (Algeria) |
|  | Official interpreter of the Cuban doctors for the Algerian-Cuban medical project of Diabetes |
|  | Business or sector medical |
| 02/07/2011–24/09/2011 | executive assistant, responsible business |
|  | ALGERIAN BLACK GOLD |
|  | 04, BOIS DES CARS allotment, DELY BRAHIM, 16000 Algiers (Algeria) |
|  | Manage the administrative tasks, conquer markets, and overseeing projects. |
|  | Business or sector oil and gas energy |
| 03/07/2010–30/06/2011 | executive assistant and translator |
|  | KENZA CALL CENTER |
|  | 52,OUKIL HADJ AHMED street, 16300 Bir Mourad Rais (Algeria) |
|  | - Translate and / or write letters and emails. |
|  | - Assist the Director and supervisors in their spots. |
|  | - Manage, organize, and check the mail arrived and departure. |
|  | - Develop and draft service offerings. |
|  | - Assume the secretarial duties, and performer. |
|  | Business or sector Administrative and support service activities |
| 03/01/2010–03/07/2010 | telephone operators |
|  | KENZA CALL CENTER |

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Curriculum vitae

52, OUKIL HADJ AHMED street, 16300 Bir Mourad Rais (Algeria)

Responsible for planning appointments for visa deposit records and client information for the regional consulates of France (Annaba and Oran), the Belgian Embassy, the Swiss Embassy and the Embassy of Germany.

Business or sector call center

23/06/2008–01/07/2008 Translator / interpreter and hostess

Embassy of Venezuela in Algeria

3, impasse Ahmed Kara, 16012 Hydra (Algeria)

Manage and organize exhibitions of the cultural week of Venezuela at the Faculty of Foreign Languages Bouzareah.

Business or sector Arts, entertainment and recreation

01/06/2008–14/06/2008 Translator / interpreter and hostess

PDVSA

Av. Libertador La Campiña, torre Este, 1010-A Caracas (Venezuela)

Accommodate the public, explaining about the exhibition and support the exhibitors in their travels as a performer, during the exhibition of Venezuela to the International Fair in Algeria

Business or sector Activities of extraterritorial organisations and bodies

EDUCATION AND TRAINING

20/09/2005–25/06/2009 Degree in Spanish Philology bac+4

Algiers University

air de france, Bouzareah (Algeria)

Literature and civilization, field Academic, teaching and Research of the language, which allows me to work in any academic sector, and teach any foreigner language I master. It also make me able to develop researches in languages, and teach their literature and /or civilization (philology).

21/09/2004–11/07/2005

PERSONAL SKILLS

Mother tongue(s)

Other language(s)

French

English

Spanish

Portuguese

Italian

Turkish

Persian

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Baccalauréat BAC

ARROUDJ et KHEIREDDINE BARBEROUS ex DELACROIX avenue pasteur, 16000 alger centre (Algeria)

field human sciences and foreigner langues.

Arabic



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| --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |
|  |  |  |  |  |
| Listening | Reading | Spoken interaction | Spoken production |  |
|  |  |  |  |  |
| C2 | C2 | C2 | C2 | C2 |
|  |  |  |  |  |
| C2 | C2 | C2 | C2 | C1 |
|  |  |  |  |  |
| C2 | C2 | C2 | C1 | C2 |
|  |  |  |  |  |
| A1 | A1 | A1 | A1 | A1 |
|  |  |  |  |  |
| B1 | B1 | A2 | A2 | A1 |
|  |  |  |  |  |
| B1 | B1 | B1 | B1 | B1 |
|  |  |  |  |  |
| A2 | B2 | A2 | A2 | B1 |
|  |  |  |  |  |

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Curriculum vitae

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

Common European Framework of Reference for Languages

Communication skills - Great ability to adapt to different social and cultural contexts.

* Ability to work in team
* Advanced communication and relational skills.

|  |  |
| --- | --- |
| Organisational / managerial skills | - Ability to manage team working in various fields. |
|  | - Great sense of organization and management. |
| Job-related skills | - Discipline and organization.. |
|  | - Availability. |
|  | - Teaching skills (methodology, didactics). |
|  | - Fast learner |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Digital competence |  |  | SELF-ASSESSMENT |  |  |  |
|  | Information |  | Content |  | Problem |  |
|  | Communication | Safety |  |
|  | processing | creation | solving |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | Proficient user | Proficient user | Proficient user | Proficient user | Proficient user |  |
|  |  |  |  |  |  |  |
|  | Digital competences - Self-assessment grid |  |  |  |  |

* Excellent command of Microsoft Office (Word, Excel, ...).
* Some familiarity with basic graphics applications (Adobe Illustrator, Photoshop ...)

Other skills - Draw impressionist and surrealist painting (as implemented in DALI).

* Design of high fashion models for personal use.
* Creative capacity in the field of theatrical expression, dance and theater.
* Capacity in creative literary essays.

Driving licence B

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