** Maram**

[Maram.357598@2freemail.com](mailto:Maram.357598@2freemail.com)

**PROFESSIONAL SUMMARY**

Energetic, motivated Personal Assistant who is highly organized and skilled at balancing the needs of clients in both personal and professional capacities. Strong work ethic and positive attitude. Highly effective in fast-paced work environments.

**SKILLS**

Fluent in French Excellent planner and coordinator

Microsoft Excel certified Certified Computer Office Assistant

**WORK HYSTORY**

May 2015 to August 2016

**Accountant**

DELTA CONSEIL El Jadida, Morocco

* Managed the CEO s complex and frequently changing travel arrangements and coordinated the pre planning of trips.
* Compiled and analyzed sales and marketing reports.
* Managed external contacts for CEO and kept track of periodic communication needed for priority contacts.
* Directed administrative function for the directors, principals, consulting and key managers.
* Distributed company-wide announcements, booked conference rooms and coordinated catering for annual staff development forum.
* Developed and maintained and internal client system.

September 2013 to March 2015

**Account Assistance,**

E.S.I.M.A, High School, El Jadida, Morocco

**EDUCATION**

November 2014 to May 2015

**Professional Training**

DELTA CONSULTING, El Jadida , Morocco

Coursework in Office Accounting, Computer Applications, Spreadsheets, Business Communications, Composition, Keyboarding, Office Techniques, Strategies for Success, Career Skills, Word Processing, Information Processing

1. **Bachelor’s degree of Business Administration**

University Chouaib Doukkali, Polydisciplinaire- El Jadida, Morocco\ Academic concentration in business and management.