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| **PERSONAL INFORMATION**  Name: Amira  Birth Date: 28 March 1988 (Age: 29)  Gender: Female  Nationality: Algeria  [Amira.372049@2freemail.com](mailto:Amira.372049@2freemail.com) |  |

**TARGET JOB**

Target Job Title: Admin, administration, assistant, data entry

Career Objective: I am a busy person and I hope to get a job that allows me to move up the career ladder and show my abilities, talents, success and brilliance.

Employment Type: Full Time Employee; Contractor

**EXPERIENCE (5 YEARS, 6 MONTHS)**

February 2012 - Present

**Manager’s assistant**

At Bouzeghaya middle school

**Location:** Algeria

**Company Industry:** Education

**Job Role:** Administration, data entry and analytics, Analyze students' results, study them and build future plans based on expectations.

**EDUCATION**

**Bachelor in economics**

At University of Skikda

**Location:** Skikda, Algeria

**Completion Date:** June 2011

Management of the economic company

**Baccalaureate degree in accountancy**

At Ennahda high School

**Location:** Skikda, Algeria

**Completion Date:** June 2006

Accountancy diploma

**SKILLS**

* Exceptional listener and communicator who effectively conveys information verbally and in writing.
* Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.
* Computer-literate performer with extensive software proficiency covering wide variety of applications especially ms office processing, spreadsheets, email, web navigation and social media.
* Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
* Highly motivated self-starter who takes initiative with minimal supervision, Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts.

**LANGUAGES**

**French**

**Level:** (Expert) | **Experience:** More than 10 years

**Arabic**

**Level:** (Native) | **Experience:** More than 10 years

**English**

**Level:** (Expert) | **Experience:** More than 10 years

**HOBBIES AND INTERESTS**

**Video gaming**

I like to play video games because it teaches me how to behave in critical times, rules abiding and building strategies.

**Reading**

I love to learn the various sweet philosophies of the world, reading makes me travel without moving.