**Date of birth**: 24/08/1984

**Place of birth**: Algeria

**Family sit**: Single

**Mobile** : 0545085184

**Address** : Dubai, UAE

**E-mail** : [rima.382781@2freemail.com](mailto:rima.382781@2freemail.com)

**RIMA**

**PERSONAL SUMMARY:**

A highly competent, motivated and enthusiastic administrative assistant and well organized, proactive in providing timely, efficient and accurate administrative support to the office managers and work colleagues.

**WORKING EXPERIENCE:**

• Human Resources Assistant at CILAS Lafargeholcim, May 2016 – October 2016

**Main tasks:**

▪ Planning job Interviews & recruitment.

▪ Charged with employment’s contracts, insurance declarations, recruiting ▪ Documents classifying.

▪ Prepare work certificates and decisions.

▪ Charged with expatriate affairs.

• HSE Assistant at HYUNDAI E &C, February 2016 –May2016

**Main tasks:**

* + Planning for Meetings.
  + Assisting HSE manager, and translation.
  + Documents arrangement.
* Human Resources Assistant Officer at HANWHA for E &C, 2014- 2015 **ain tasks:**
  + Charged with expatriate affairs
  + Planning for Meetings
  + Assisting managers and translation
  + Material controller
  + Charged with employment’s contracts, insurance declarations, recruiting.
* SAMYONG Co .L.T.D. and KHPT Co .L.T.D. (Subcontractors for HANWHA E&C): worked as Material Controller / Construction Assistant/Site Manager

Assistant / Assistant Human Resources Officer

**Main tasks:**

* Assisting managers, and translation.

.

* English assistant professor at University of Mohammed Khider, Biskra province in Translation and English language departments: September 2008 - June 2012

**Main tasks:**

* Teaching English language development Oral –Written expression and grammar modules.
* Hotel receptionist at NASSIB GROUP touristic agency, April 2006 -August 2008

**Main tasks:**

* + Maintain an orderly front desk
  + Operate computer programs and multi-line phone system.
  + Basic cashier and booking
* Administrative assistant at Municipal of El-Outaya,December 2008-December 2010

**Main tasks:**

* + Secretarial tasks and documents arrangement

**EDUCATION:**

**2017** **:** Mastering Payroll, practice of PC Payroll Software

**2002-2006:** Bachelor degree on English language.

**2001-2002:** Baccalaureate in human sciences and literature.

**LANGUAGE KNOWLEDGE:**

Arabic: Mother language

English: fluent

French: fluent

Korean: beginner

**SOFTWARE:**

Knowledge of:

* Word
* Excel,
* Power Point.

**INTERESTS:**

Sports, Internet surfing, Movies and TV series, games, backpacking and travelling.