**Nationality :** Tunisian

**Marital Status:** Single

***Visa Status: I have my own visa***

### Career Objective

I am interested to join an international company where I can use my skills for the benefits of workgroup and where I can improve myself and have the opportunity to promote.

Education and Academic Background

* **2013** : Inscription in Master : International management

Poitiers University - France

* **2004-2005:**
* **ME**: Master in Mathematical Economy and Econometrics.

University of Economy and management – Tunisia

* **1993-1998:**
* **BE**: Bachelor Degree: Quantitative Methods applied on Economy and

Management

University of Economy and Management - Tunisia.

* **Computer Software:**

CRM, ACCESS, Microsoft Word, Excel and PowerPoint, Outlook and Communicator

* **Languages:**

Fluently speak, read and write Arabic, French and English**.**

* **Training:**
* **2004-2005****:** International trade **ISET** Rades Tunis.
* **1998:** The best broadcaster: Southern UNO.
* **August 1997:** Invoicing: **Bonna** Company Tunisia.
* **July1997:** Sales: **Socce**r Company in Tunis.

I have assisted in a mission **Med Ports Community** which has been organized the 29th and 30th November, 2004 in Tunis

I have very good relations with directors in charge for foreign ports

I have very good relations with the professionals of the merchant navy and of the ports in Tunisia.

Professional Experience

* Company : Real Estate : **Dubai**

(March 2014 - End October 2015 )

Position: **PA /OfficeManager**

**Duties and responsibilities:**

* Provide Administrative support to the CEO and all the sales team.
* Schedule Sales Team meetings inside and outside the office
* Follow up and push Sales team to attend the target
* Coordinate between all the departments
* Plan and coordinate events
* Identify, anticipate and prepare information requirements of the CEO for meetings, appointments, presentations etc.
* Follow Up inward and outward requests for information, outstanding reports and correspondence.
* **Company:** Philip Toledo Limited ( Software ): **Dubai**

(Feb 2011- Jan 2014)

Position**: Admin & sales Administrator**

**Duties and responsibilities:**

* Oversee the business partners in the Middle East and North Africa.
* Negotiate about offers, price with customers, follow up with payment
* Preparing the costing sheets, Proposals, Orders, Invoicing…
* Provide administrative support to the sales team
* Provide the needful support to the Sales Department to attend the target
* Update the data base
* Follow up complaints procedures
* Marketing: Scheduling events, seminars, activities…
* Prepare Business Trip for Managers
* Preparing Reports
* CRM , ACCESS
* **Company: OTI : International Transport Organization** - **Tunisia**

(Apr 2009 – Dec 2010)

Position: **Executive Administrator**

**Duties and responsibilities:**

**-** Contact our clients in North Africa, Italy, Germany, France, Spain…

- Get new leads

- Negotiate proposals: Incoterms.

- Follow up the shipping procedure in order to solve the problems when there’s a necessity and to update our customers

- Control and follow up the files to be on time to facilitate the entry / the exit of the containers or RO/RO in the port. .

- Follow up payment: Check the LC (the expiry date, if they need amendment…)

* **Company: Petrofac E&C Tunisia - Tunisia**

(Feb 2008 – Feb 2009)

Position**: Personal Assistant**

**Duties and responsibilities:**

* Admin support to the President and the Vice President.
* Arrange flights, visas and accommodation for our customers, visitors, vendors and employees...
* Hotels Booking, Schedule meetings and appointments
* Organize the daily agenda, Filing…
* **Company: Industrial-Maintenance & Equipment Company - Tunisia**

(Apr 2003 – Dec 2007)

Position: **Admin and Sales Assistant**

**Duties and responsibilities:**

* Contact new customers and promote our products(filters, industrial boilers, metallic brushes…).
* Contact our customers to plan the reparations needed at time.
* Provide Administrative Support the sales team.
* Preparing quotations, invoicing …
* Follow up payment
* **Company: Polybeton – Construction Company - Tunisia**

(Sep 1998- March 2003)

Position**: Sales Administrator**

**Duties & responsabilités**

* Contact new leads and promote our products in North Africa (borders and special products for sidewalk).
* Prepare the transport plan of the different products to the customers.
* Support Sales team.
* Issue the orders, Invoices, Follow up Payment, Schedule Events…

Professional Experience (Part Time)

* **Teaching & Tuition : (1995 - 2010)**

**Economy, Management, Science, Math, Physique, Technique, French, English…**

**Duties & Responsibilities:**

Teaching economy and management to Baccalaureate students.

* Preparing the courses in advance and making sure that all the contents are properly taught.
* **Company:**  : Prêt a porter

(1993-1998): Summer Part Time

Position**: Manager**

**Duties and responsibilities:**

* Markets Research
* Handling brand budget
* Manage the Staff
* **Tunisian Radio: Broadcaster**

(1994 -1998) & (2001-2005)

* **Company: High School (Tunisia):**

(1996-1998)

Position**: Teacher of Economy and Management (High School Level).**

**Qualification**

* Excellent interpersonal and communication skills
* Ability for sales, marketing and negotiations
* Knowledge of Microsoft Office applications (Outlook, Word, Excel, Power Point) and Internet.
* Well organized and self-confident
* Fast learner
* Flexible , honest , dynamic

**Additional information:**

* Sport
* Painting on silk, glass, porcelain, fabric…
* Creation of interior design
* Tailoring

**505536 First Name of Application CV No:**

Whatsapp Mobile: +971504753686

