Coordinateur

Né(e) en 1999 · 1200 Kasserine · 1 à 3 ans d'expérience · Réf. 250221044206

Ma recherche

Contrat recherché : Tout contrat
Zone : Occitanie
Mobilité : sur toute la région
Rémunération : a étudier
Secteur : Batiment

Formations

07/2024 — Civil Protection Office
Training in First Aid
06/2022 — Bac +3 — Higher Institute of Finance and Taxation of Sousse
Bachelor's Degree in Management: Finance
06/2018 — Bac — Manar High School
Bachelor's Degree in Economics: Insurance Banking Finance

Expériences professionnelles

09/2022 - à ce jour — Administrative Secretary
Managing schedules, appointments, and meetings. Preparing and organizing documents, reports, and presentations. Maintaining filing systems, both physical and digital. Handling correspondence, such as emails, letters, and phone calls.
02/2022 - 05/2022 — End-of-Study Project Internship
Analyzing existing processes, proposing digital solutions, and improving customer experience.
06/2021 - 09/2021 — Academic Internship
Customer reception, mail handling, and financial operations management.
01/2021 - 09/2023 — Baby Sitter
Monitoring children for safety, assisting with hygiene tasks, and providing emotional support.
06/2020 - 09/2020 — Sales Assistant
Customer service, sales support, and inventory management.

Langues

Arabe (maternelle), Français (maternelle), Anglais (courant), Allemand (courant), Italien (courant)

Atouts

Leadership, Communication, Negotiation techniques, Organizational skills, Microsoft Office, Google Suite, IBM SPSS

Permis

Permis A1

Loisirs

Community involvement, Humanitarian aid, Digital solutions, Childcare

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.