Administrative Management

Né(e) en 1997 · Casablanca · 3 à 5 ans d'expérience · Réf. 260608231059

Ma recherche

Contrat recherché : Tout contrat
Zone : Toute la France
Mobilité : sur toute la france
Rémunération : a étudier
Secteur : Batiment

Formations

12/2018 — Bac — ISTAAin AlBourja
Diploma in Building Drafting (Dessin de Bâtiment)
12/2016 — Bac
High School Level – Experimental Sciences Option

Expériences professionnelles

Utility & Railway Project Assistant
Assisted infrastructure project tasks related to water/electricity utilities (Lydec) and national railway projects (ONCF).
Building Technical Drafting & Site Inspection Intern
Hands on experience in construction management, building technical drafting (5 /months) and on site field inspections for the Prefecture of Ain Sebaa (1 /month).
Administrative Clerk (Bureau d'Ordre)
Managed incoming/outgoing official correspondence, mail and internal documentation; coordinated inter departmental communication.
Telecommunications Project Associate
Collaborated on telecom related projects for Orange, ensuring operational deadlines were met.
Customer Service Agent
Customer Service Agent

Langues

Arabic (maternelle), French (maternelle), English (courant)

Atouts

Administrative Management, Data Archiving, Customer Relations, Building Technical Drafting, Teamwork & Solidarity, High Adaptability, Punctuality & Reliability, Customer Service Agent, Utility & Railway Project Assistant, Broker / Multitask Clerk (Polyvalent), Administrative Clerk (Bureau d'Ordre), Telecommunications Project Associate, Civil Engineering & Site Inspection Intern

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