

**Mostaganem**  
**Plus de 10 ans d'expérience**  
**Réf : 2606151717**



## Logistic coordinator

### Ma recherche

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Je recherche tout type de contrat, dans toute la France, dans le Batiment.

### Formations

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**01/2021** : Bac +3 à University of Mostaganem  
Bachelor Degree in English

**12/1998** : Bac  
Baccalaureate

Bac +3  
Bachelor of Business Management

### Expériences professionnelles

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**01/2018 - 12/2019** :  
Executive Assistant Manager chez Sarl El Bayrak  
Managed calendars, organized meetings, handled translations, oversaw staff travel and visa arrangements, processed invoices, coordinated cross-departmental activities.

**01/2015 - 12/2018** :  
Responsible of External Relations (HR/General Means) chez Groupement Touatgaz (gtg)  
Managed staff travel and accommodation, airport & manifest management, processed supplier invoices, handled document flow and cargo shipments.

**01/2014 - 12/2015** :  
Executive Assistant chez Enab  
Managed schedules, organized meetings, handled correspondence, prepared mission orders, maintained archives, processed utility payments.

**01/2011 - 12/2013** :  
Construction Assistant chez Mitsubishi Heavy Industry

**01/2010 - 12/2011** :  
Executive Assistant / Translator chez Hyflux Algeria (hea Project)  
Provided bilingual executive & logistics support, translated official documents, coordinated staff travel, managed document flow and invoices.

**01/2009 - 12/2010** :  
Administrative Secretary / Translator chez Saipem / Lead Company  
Provided bilingual administrative support, handled calls, processed purchase requests, managed document submission and archiving.

**/ - à ce jour :**

Logistic Coordinator chez Sarl El Bayrak

Supply Chain Oversight, Operational Optimization, Inventory & Contracts, Stakeholder Coordination.

## **Languages**

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English (Oral : notions / Ecrit : débutant), French (Oral : notions / Ecrit : débutant), Arabic (Oral : notions / Ecrit : débutant)