

Ellabed Zohra Djahida

Document Controller

Dynamic and hard working assistant



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WORK EXPERIENCE

Document controller Samsung C&t

09/2019 - 12/2021 *Mostaganem, Algeria*
Combined cycle power plant construction company

Achievements/Tasks

- Maintaining & organising hard and soft copies
- Reports preparation
- Phone calls answering
- Administrative assistance

EDUCATION

baccalaureate in scien Oueld Kablia Saliha High scho

Mostaganem, Algeria

License in English Abdelahmid Ben Badis University

09/2015 - 06/2018 *Mostaganem, Algeria*

Master in English Abdelhamid Ben Badis University

09/2018 - 06/2020 *Mostaganem, Alg*

SKILLS

Microsoft office

iOS system

Good communication skills

PERSONAL PROJECTS

Master Mémoire (09/2019 - 06/2020)

LANGUAGES

French

Full Professional Proficiency

Spanish

Limited Working Proficiency

INTERESTS

sports

Theatre