



BRINI Noha

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Date of birth : 07/07/1990 | **Nationality :** Tunisian

Summary

"Choose a job that you love and you will never have to work in your life", Confucius once said. I couldn't agree more. It is all about passion.

I am an executive assistant with a proven experience in a manufacturing industry. I pride myself in being dedicated to keeping executives organized, prioritized but also goes above and beyond with each task.

I understand the executive's needs and requirements and respond proactively by taking the necessary decisions if needed.

I am eager to learn. I value learning from others and maintaining a good communication across the team members

I pay attention to details, proficient in dealing with confidential informations and can carry out multiple tasks with high focus . I love the job well done and being able to perform in a challenging position.

Work experience

Quality and safety manager /Internal auditor

MATEM GROUP-Sfax-Tunisia

March2018-July 2020

- Developed and implemented the quality and safety system in the company with a consultative and collaborative approach
- Ensured the certification of the company in compliance with the ISO 9001:2015 and ISO45001/2018 standards
- Managed the quality and safety audits.
- Liaised with managers and staff to ensure the continuous quality and safety integration into core operations and the proper development of the company's policies and procedures
- Collaborated with departmental managers concerning the correction of any deficiencies highlighted through the Quality and safety system
- Monitored and ensured that all quality, health and safety legislation is complied with.
- Acted as a focal point for all communications related to the company's procedures and quality certification

Executive assistant

MATEM GROUP-Sfax-Tunisia

May 2015-February 2018

- Provided general administrative support for the effective execution of the work and prioritize daily tasks.
- Managed the Chief commercial officer calendar
- Organized and facilitated meetings by scheduling, sending reminders, taking minutes and ensuring the follow up of the referring action plan.
- Organized business trips and all the other necessary travel arrangements.
- Managed the emails, documents and reports on behalf of the executives.
- Coordinated with the CCO in the identification and the communication with new business leads.
- Managed multiple proposal submissions and continually updating the timeline Spreadsheet.
- Ensured customer satisfaction by proactively responding to their needs and analyzing their insights.
- Managed marketing actions: mailing, phoning
- Oversaw and approved marketing collateral, from website to hard copy brochures, flyers, presentations.
- Organized and represented the company during major events.

Skills

Time management

Well-organized

Team work

Leadership

Decision making

Problem solving

Oral and written communication

Ease of learning

Self motivation

Flexibility

Attention to details

Customer focus

Multi-Tasking

Ability to work under pressure

Microsoft word

Microsoft Excel

Microsoft Powerpoint

Education

Bachelor's degree in Geology and environment (Engineer)

National School of Engineers of Sfax (Tunisia) |

September 2011-June 2014

Languages

Arabic : Native

French : Bilingual

English : Fluent

Trainings and Certificates

- **Internal auditor for ISO 45001:2018 health and safety management system** (December 2019)
- **ISO45001:2018 health and safety management system requirements** (December 2019)
- **Constructive professional communication** (November 2017)
- **Internal auditor for ISO 9001:2015 Quality management systems** (December 2016)
- **ISO 9001:2015 quality management system interpretation** (October 2016)
- **International marketing strategy** (October 2016)
- **TOEIC Certificate Score:865-Advanced level** (May 2014)