



IMANE AMIR

Expérience

- JAN 20- Till now :

JAMEEL INTERNATIONAL FOODSTUFF TRADING LLC – DUBAI

- Logistic Assistant
 - ✓ Issue Documentation (contracts & invoices...)
 - ✓ Flow Up Booking Purchas From First Step To End Of Arrival To Final Customer
 - ✓ Preparing Reports & Maintaining Appropriate Filing System
 - ✓ Handling Incoming Calls & Other Communication
 - ✓ Emails Follow up

- AUG 17-NOV 19:

SARL MILITOU IMPORT & EXPORT COMPANY – ALGERIA

- Administrative Assistant
 - ✓ Contact Foreign Companies & Find Suppliers
 - ✓ Follow The Administration Formalities With Suppliers & Customs
 - ✓ Prepare Documents Need By Banks In Case To Open Letter Of credit
 - ✓ Follow Cargo & Shipment

- Dec 16-Mar 17:

SARL LMBTP – ALGERIA

- Administrative Assistant
 - ✓ Receive Customers & Listen & explain For Them In Order To Reach Their Needs
 - ✓ Control & Develop Reports
- Worked As Translator In Exhibitions (Djazagro – Algeria , Gulfood 2020 – Dubai)
 - ✓ English to French
 - ✓ English to Arabic
 - ✓ French to Arabic



DUBIA – UAE



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Date Of Birth : 20th April 1995

Gender: Female

Nationality: Algeria

Language Spoken: English, French,
Arabic, Amazigh

CORE COMPETANCIES :

- Administrative Formalities
- Administrative Follow Ups
- Documentation Process
- Generate Contacts & Invoices
- Coporate Liason
- Coporate Confirmation
- Coporate Correspondence
- Communication & Translater
- Ms Office



PROFILE SUMMARY :

- A highly Motivated, Adapted, Honest, Sincers & Creative Person Experienced In Administrative Field
- The Weath Of Expertise Entails Planning & Performing Administrative Engagements On Daily Routin
- Exposure Of Reviewing & Documentation That Led To Transparency In Reporting To Management Board
- An Effictive Communicator & Translat With Excellent Analytical & Interpersonal Skills

EDUCATION:

- 2014 : High School Diploma In Civil Engineering
- 2018: Bachelor In Civil Engineering UMMTO-Algeria
- 2019: Master In Civil Engineering UMMTO-Algeria
- OCT 17- APR 18: Project Manager Diploma (Expression Private School Algeria)
- FEB 19- JUL 19: Entry Data Officer Diploma (Technique Private School Algeria)
- MAY 19- Nov19: Administrative Assistant Diploma (Technique Private School Algeria)

IT SKILLS :

- Operating System : Windows 10
- Tools : Ms Office 2013 (Word, Excel, Power Point, Paint)

Références

Available IN Request

