



Mohammed Khorb

Nationality: Algerian

CONTACT



No 06, St 68 , Brigui
Neighborhood
13300 Maghnia, Algeria
(Home)



[Mohammedkhorb@gmail.co
m](mailto:Mohammedkhorb@gmail.com)



(+213) 783926478

ABOUT ME

My name is Mohamed from Algeria, university graduate, I speak Arabic, French and English with a little Spanish, I have extensive experience in sales, booking, organizing meetings, internet work, translation and marketing.

WORK EXPERIENCE

12/07/2015 – 12/07/2023 Maghnia, Algeria

Office manager Office Manager

- organizing meetings and managing databases
- booking transport and accommodation
- organizing company events and conferences
- ordering stationery and IT equipment
- dealing with correspondence, complaints and queries
- preparing letters, presentations and reports
- supervising and monitoring the work of administrative staff
- processing invoices and managing office budgets
- implementing and maintaining procedures/office administrative systems
- organizing induction programmes for new employees
- ensuring that health and safety policies are up to date
- attending meetings with senior management
- assisting the organisation's HR and finance functions by keeping personnel records up to date, arranging interviews and updating financial documents.

EDUCATION AND TRAINING

12/09/2017 – 17/11/2020 Maghnia, Algeria

Masters Minister Of High Education

Address Maghnia , 13300, Maghnia, Algeria

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

Other language(s):

English

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

Spanish

Listening B2

Reading C2

Writing C2

Spoken production B2

Spoken interaction B2

French

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user