

CURRICULUM VITAE



- **Name:** HELALI
- **First Name:** ABDELMALEK
- **Date and place of birth:** 23/03/1987 at EL MOURADIA
- **Address:** Cite 100 logs bâtiment 1 N° 14 THENIA - BOUMERDES
- **Marital status:** Single
- **National service:** clear
- **Nationality:** Algerian
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❖ ACADEMIC CAREER

- Oct. 2010 - June 2011: University of Science and Technology Houari Boumediene USTHB " 2^{ème} university year in electronics "
- Oct. 2009 - June 2010: Université des Sciences et de la Technologie Houari Boumediene USTHB " 1^{er} university year in electronics "
- Sept 2008 - June 2009: Lycée Colonel Abderrahmane Nahnah "Baccalauréat in electronics

❖ PROFESSIONAL EXPERIENCE

- Dec. 2022 - to date : SARL Universal Transit, Archivist
 - Sorting and classifying
 - Document identification
 - Archiving of customs documents (D10 Declaration, Domiciliary Invoice, BL and AWB, Receipt, Packing List, Forwarding Invoice)
 - Update customer archive tracking file
- June 2021 - Nov. 2022: SARL Universal Transit, Archivist for British American Tobacco Algeria SPA
 - Sorting and classifying
 - Document identification
 - Archiving of customs documents (D10 Declaration, Domiciliary Invoice, BL and AWB, Receipt, Packing List, Forwarding Invoice)
 - Updating of archive tracking files for all suppliers (GD, BAT Turkey, BAT Boncourt, BAT UK, Daicel, ...)
- May 2019 - May 2021 : SARL Universal Transit, Account manager
 - Welcoming and informing customer

- Manage the bank accounts of a customer portfolio
 - Sell products and services tailored to consumer needs
 - Carry out prospecting actions to bring new customers to the company
 - Building customer loyalty
 - Keep the customer file up to date on a regular basis
- Nov. 2012 - May 2019 : SARL Universal Transit, Sales Assistant
 - Inform customers about prices, lead times, new products...
 - Record their orders and lead times
 - Ensure on-time delivery
 - Taking care of import procedures
 - Enter and edit data required for delivery and invoicing

❖ TRAINING

- Office automation (Excel - Word - Outlook - PowerPoint)

❖ LANGUAGES

- **Arabic: Very good** (reading, speaking, writing)
- **French: Good** (reading, speaking, writing)
- **English: Good** (reading, speaking, writing)