

Curriculum Vitae



Personal Information

Full Name: Chaouchi Habib

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- **Email:** sicherheit.ch@gmail.com
- **Nationality :** Algerian
- **Age :** 35

Target Position

❖ 2017 to 2021: Security Coordinator

During my previous assignments, I have been covering a multitask position that can be summed up as follows:

- ✓ In charge of flight planning and coordination.
- ✓ In charge of security coordination, as main link between my company, Military and Gendarmes services.
- ✓ First responsible for the entire site Security team.
- ✓ Mail management.
- ✓ SAP notifications for all security related matters
- ✓ In charge of Security department forecasting and purchases.

Current Position:

- ❖ June 2021 to date: General Manager Assistant: I am working at **eurl OSCO** company (SH-PERTAMINA) in the field of hydrocarbons,

As GM Assistant, my responsibilities include:

- ✓ Co-ordinate with all company's Departments
- ✓ Meetings schedule
- ✓ Leading meetings and establish minutes of Meeting.
- ✓ Reorganize daily/weekly and monthly report and submitting them to concerned persons
- ✓ Broadcasting.
- ✓ Cascade GM instructions, received faxes
- ✓ Assisting and directing people within the office
- ✓ Answering the phone and responding accordingly
- ✓ Office admin and organisation
- ✓ Handling mail/emails

Work experience

- ✓ 2013 to September 2014 - National Military Service – graded as Second Lieutenant
- ✓ 2013 to 2014 – German Language instructor for Military corps – Groupement de Promotion de l'industrie Mécanique (Ain Semara – Constantine)
- ✓ May 2017 to 2020 – Security Coordinator for SHAPS assigned to MLN Pertamina project.

Education Career

University:

- 2006 : Bachelor of Arts in Applied Linguistic
- July 2006-2011: Graduate Studies in German Language

Training:

- First Aid by Sarl. IMC Assistance.
- Incident Investigation Training(ISRS) by DNV GL.

Other skills:

- SAP (Purchase Requisition, Pick list, Notifications)
- Microsoft Office (Word, Excel, Power point)
- Web browsing

Linguistic Skills

- English: Intermediate - Written and Spoken
- French: Advanced - Second language
- Arabic: written and spoken
- German: Advanced

Profile and Personality

- Actively involved in QHSE
- Fluent in Four languages
- Excellent literacy
- Excellent Communication skills
- Good Interpersonal Relations
- Self-Reliant and can work under no supervision.
- Responsibility and organization