

Mariem CHEBBI



Personal details



Mariem CHEBBI



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Tunisia

Software Skills

MS Office



Skills

- Stress Management, Teamwork and collaboration skills
- Able to work in a standing position for long periods of time.
- Ability to prioritize tasks, Team player
- Proactive, organized approach to multitasking
- Excellent verbal and written communication skills.
- Keen eye for detail and the ability to concentrate for extended periods.
- Knowledge of administrative and clerical operations.
- Good understanding of databases and digital and paper filing systems.
- The ability to manage and process high volumes of data accurately.
- Proficiency in data capturing and office management software such as MS Office and Google Suite.

Profile

Excited to join your company's team and bring a new level of organization and attention to detail. I will be able to work autonomously, take initiatives and collaborate with colleagues in order to help passengers enjoy their time aboard.

Employment

Data entry operator

Nov 2017

TESSI DATA SERVICES, Tunisia

- Identification of the nature of the documents;
- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data., updating data
- Identification of the nature of the documents / Typing and Indexing:
- Information of production documents (customer sheets control sheets, etc.);
- Verification and control of the processing carried out;
- Compliance with specific management rules to ensure the Customer satisfaction and in particular: Ensure compliance with quality time indicators;
- Information of dashboards and / or monitoring tool of production
- A training period is planned during the integration in order to assimilate the management rules
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.

Education

Bachelor degree of Management

2016 - 2019

Faculty of Economics and Management of Tunis el Manar, Tunisia

High school diploma

2015

El Hadika le Bardo High School, Tunisia

Languages

English



Arabic



French



Certificates

English Certificate
Bourguiba School

Jun 2017

Internships

Worker internship
ZITOUNA Bank, Tunisia
Network Department

Aug 2016 - Sep 2016