

# Hanane Gajoute

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## EXPERIENCE

### FAOU Import

**10/01/2021 - 04/23/2022 | Manager Assistant**

Dashboard update of monthly and weekly revenue sales (comparison chart & analysis).

Conducting market research and competitors analysis.

Monitoring import process.

Running stock management.

Translating technical sheets.

Coordinating with other departments and staff to ensure smooth operations.

Assisting with budget preparation and financial analysis.

Handling customer inquiries and complaints.

Assisting with hiring and training of new staff.

Ordering office supplies.

Reporting weekly activities.

Coordinating travel and expenses.

Managing administration agenda.

Scheduling appointments and meetings.

### MGTR Construction

**06/01/2020 - 06/30/2021 | Manager Assistant**

Act as a point of vendors and various construction services teams.

Execute clerical and general office duties such as setting up filing systems, data entry, and typing, ordering office supplies.

Coordinate meeting logistics and make travel arrangements for the projects management team.

### Mitsui & Co., Ltd.

**07/16/2018 - 05/30/2020 | Manager Assistant**

Translating documents (French to English).

Managing DHL.

Entry of inbound invoices.

Ordering office supplies.

Cost study and establishment of supplier's invoices.

Reception of visitors, phone call fielding and manage correspondence

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## Education

ALX Africa

**Feb 2023 – until now | software engineering program**

MOOC Rabat

**2017 - | Accounting Certificate**

OFPPT Fez

**2015 - 2016 | Communication and Customer Relations Certificate**

FLSHS Fez

**2011 - 2015 | University Degree in English Literature**

OFPPT Fez

**2012 - 2014 | IT Diploma**

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## Skills

Analytical mind

Good communication skills.

Strong resilience.

Power of persuasion and leadership.

Teamwork ownership.

Good organization and  
coordination skills.

## IT Skills

Office: (Word, Excel, PPT, Access).

Operating system: MS-DOS, Win XP, Linux.

Programming language: C, Python, HTML.

Software: SAP, Sage.

Project management tool: Trello, Microsoft.

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## Interest

E-commerce

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## Languages

English, French and Arabic