

RAJAE EL BOUDRARI

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▷ SKILL HIGHLIGHTS

Languages: Tamaight, Arabe, français, anglais,

Informatique: Word, Excel, PowerPoint, Access, Outlook, sage comptabilité 100, Photoshop

▷ EXPÉRIENCE

SOCIETE TEMSIA SERVICE | JULY 2022 to now

Manage and photograph

- Recording income and orders
- Photography and editing
- Reception and booking appointments

Injarne real estate agent | April 2022 to July 2022

Secretary

- Registration of customer requests and scheduling of appointments for consultations
- Drafting of articles, complaints and sale and purchase contracts
- Organize archives and review outstanding issues

COFIMA agricultural nursery | June 2021 – May 2021

Inventory control Output tracking

- Calculate the number of incoming and outgoing seedlings
- Remove seedlings that have been damaged
- Registration and classification of plants by type, variety and age

▷ EDUCATION

2021– 2022 Secondary 5 in logistics, logistics option

Vocational Free Secondary 5 | Agadir Morocco

2021 – 2022 Bachelor's degree in business management

Ibn Zohr Ait Melloul University | Agadir Morocco

2019 – 2021 Logistics technician college diploma

ISMTR ofppt | Agadir Morocco

2017 – 2019 Secondary 5, physical option

OHOD ABD ELLAHCHAFCHAWNI | Agadir Morocco

▷ Certification

2022 design and realization of a digital resource

▷ REFERENCES

2018 – 2022 Member of Association Scouts Du Maroc-Temsia

Scouts-Morocco

▷ PERSONAL INTERESTS

Sporting activities: basketball, volleyball.

Cultural activities: Drawing, writing, reading novels.