

DIRECTION OPERATIONNELLE DES
TELECOMMUNICATIONS DE MASCARA
Département des Ressources Humaines
Réf : AT/DOT29/DRH/SPPS/N° /¹⁵⁰ /2022

Mascara, le 11/07/2022

ATTESTATION DE TRAVAIL

Je soussigné, Monsieur le Directeur Opérationnel des Télécommunications de Mascara, atteste par la présente que :

Melle/Mme/Mr : **MAGHRAOUI Rachida**

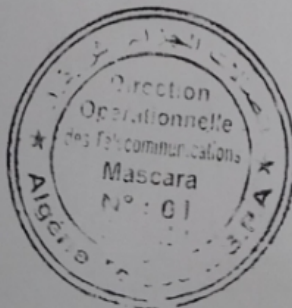
Né le : **26/02/1979** à **MASCARA**

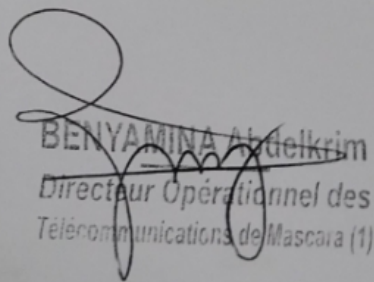
Est employé (e) au sein de notre entreprise depuis le: **02/01/2011** à ce jour

Emploi/Poste Actuel occupé : **Chargé des Opérations Commerciales CD**

Affectation : **SDC/ACTEL de Ghriiss**

La présente attestation est délivrée à l'intéressé pour servir et valoir ce que de droit.




BENYAMINA Abdelkrim
Directeur Opérationnel des
Télécommunications de Mascara (1)



street Amir abdelkader Matemore, Commune of

maghraouirachida898@gmail.com



+213 661 790 026

Matemore of the Wilaya of Mascara

MAGHRAOUI RACHIDA

PROFIL

I am known for my strong work ethic and ability to handle a large number of tasks at once and remain calm under pressure. I am a hard worker, professional and responsible, and I am able to handle the high levels of responsibility that come with my job.

EXPERIENCE

• 2011-PRESENT

ALGERIA TELECOM COMMERCIAL OPERATIONS MANAGER

- Manage the day-to-day operations of the company's business activities, such as shipping, warehousing or retail outlets
- Develop strategies to increase sales and market share through advertising campaigns and events.
- Monitor customer satisfaction and service levels to ensure standards are met.
- Develop and implement strategic plans to improve performance in all aspects of business operations
- Develop and implement new methods of operating business facilities to increase efficiency and productivity.
- Manage an organization's business operations budget, including capital expenditures, operating expenses and other costs associated with service delivery.
- Determine staffing needs based on workload requirements and recruit and hire staff accordingly.
- Evaluate new technology applications that may improve operations or business processes.

• 2007-2010

GROUPEMENT CITIC CRCC ACCOUNTING ASSISTANT

- Management of accounts payable, with the entry of purchase invoices, overheads and fixed assets, up to the preparation of supplier payments;
- Management of accounts receivable (recording of payments, lettering and customer reminders);
- Accounting for fixed assets, calculation of allocations;
- Bank reconciliations and follow-up of cash investments;
- Preparation and declaration of VAT;
- Supply information for personnel management (entry of leave, absences, etc.);
- Follow-up and accounting of expense reports.

• 2004-2006

APC - MUNICIPALITY OF MATEMORE IN THE WILAYA OF MASCARA SECRETARY

- prepares and implements the decisions of the municipal council;
- Advises and assists elected officials in their work;
- Ensures that climate, environmental, economic and social issues are integrated and prioritized in the various projects.
- Leads the planning and management of urban development and defines material needs.
- Coordinates decisions relating to municipal facilities and ensures the proper organization of public services (daycare, library, canteen, school transport, etc.).

EDUCATION

• 2016

MUSTAPHA STAMBOULI UNIVERSITY MASCARA

- Diploma of Applied University Studies in Business Law
- A practical apprenticeship within Algérie Télécom

• 2003

VOCATIONAL TRAINING AND APPRENTICESHIP CENTER

- Advanced Technician's Certificate in Accounting and Finance
- A practical apprenticeship at L'orolait - Usine De Fabrication du lait

• 2001

CENTER FOR PROFESSIONAL TRAINING AND APPRENTICESHIP (C.F.P.A)

- Computer Operator Certificate
- A practical apprenticeship at Lacadimit

SKILLS

- Handling pressure
- Ability to communicate
- Ability to delegate
- Ability to analyze and make decisions
- Conflict management
- Organization of the supply chain
- Prospecting plan methods
- Good knowledge of computer tools (spreadsheet, accounting software, etc.)
- Taste for figures
- Rigor, precision, autonomy
- Sense of responsibility and organization
- Good interpersonal skills
- Customer management software

LANGUAGES

• Arabic



• French



• English

