



Khadraoui Nasreddine

"Regional administrator "

Profile

Regional administrator with more than ten years of experience in public and private management, I specialize in optimizing administrative processes, human resources management and developing IT solutions tailored to organizational needs. My expertise in project management, accounting and business law allows me to bring a strategic and pragmatic approach to administrative challenges. Recognized for my ability to coordinate teams and improve existing systems, I am ready to contribute to the success of an organization in Canada in an administrative role.

Contact



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Adresse

Ouargla, Algeria



Date of Birth

09/05/1989

Languages

Arabic Mother tongue

French Advanced

English Advanced

Skills

- Administrative Management
- Human Resources
- Management Information Technology
- Accounting
- Project Management
- Business Law
- Organizational Development
- Communication
- Leadership
- Data Analysis
- Customer and Supplier Relationship Management
- Problem Solving

Professional experiences

Head of Public Affairs Organization and Biometrics Department.

January 2023 - Present

Popular Communal Assembly of Ouargla, Algeria

- Lead the management of public affairs and biometric procedures.
- Develop and implement policies to improve the management of administrative documents.
- Supervise and train staff on new biometric procedures.
- Analyze citizens' needs to optimize public services.
- Coordinate with other departments to ensure efficient management of resources.
- Prepare reports and presentations for city council meetings.

Principal Territorial Administration Officer. December 2018 -

January 2023

Popular Communal Assembly of Ouargla, Algeria

- Assist management in the daily management of administrative affairs.
- Organize and supervise municipal projects in collaboration with other departments.
- Monitor budgets and expenditures for municipal projects.
- Manage relations with citizens and process their administrative requests.
- Develop procedures to improve administrative efficiency.
- Prepare performance reports and analyses for the administrative committee.

Agent Territorial Administration Office. June 2014 - December 2018

Popular Communal Assembly of Ouargla, Algeria

- Manage administrative files of citizens and local projects.
- Handle requests and complaints from citizens quickly and efficiently.
- Ensure the updating of administrative documents and databases.
- Assist in the preparation of local elections and public events.
- Provide administrative support to the various departments of the municipality.
- Participate in the planning and organization of municipal meetings.

Human Resources Manager (Part-time). April 2011 - June 2014

Popular Communal Assembly of Ouargla, Algeria

- Recruit, train and integrate new employees into the organization.
- Manage administrative aspects related to human resources, including contracts and payroll.
- Oversee performance evaluations and implement professional development plans.
- Resolve conflicts and employee issues.
- Ensure compliance with labor regulations and organizational policies.
- Develop and implement strategies to improve employee satisfaction.

Diplomas and certificates

- **Senior technician in human resources management**
 - Ouargla Vocational Training and Apprenticeship Center, September 2020.
- **Degree in Business Law**
 - University of Continuing Education Ouargla, June 2018.
- **Management IT engineer**
 - Ouargla Chamber of Commerce and Industry, May 2018.
- **Senior Database Technician**
 - National Institute Specialized in Vocational Training Hassi Messaoud, Ouargla, May 2015.
- **Business Engineer (Business Management)**
 - Higher Institute of Management Ouargla, July 2013.
- **Senior technician in accounting and management**
 - National Institute Specialized in Vocational Training Hassi Messaoud, Ouargla, April 2013.
- **Certificate of success in the special entrance examination to the University of Continuing Education**
 - University of Continuing Education Ouargla, in letters, June 2013.
- **Certificate of skills and appreciation in human resources management**
 - Oil services company, February 2010.