



Olfa Mannai

Quotation Technician

PROFIL

Quote technician at SIRAIL with 4 years of industry experience with a team. Strong ability to accurately identify business needs and develop solutions to reduce costs, increase benefits and improve customer satisfaction. As a natural leader, he had excellent negotiation and management skills to serve the company in order to achieve its objectives.

CONTACT

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 Ariana 2041, TUNISIE

SKILLS

- Computer knowledge
- Odoo
- Analysis of data
- Punctuality
- Conflict management
- Motivation
- Stress resistance

INTERESTS

- Travel
- Internet
- Cooking
- Music

WORK EXPERIENCE

Sirail | 2021

Quotation Technician, Tunis

Tasks:

Analyze the needs expressed by our clients in order to develop solutions adapted to their requirements.
Participate in the drafting of tenders in response to tenders.
Contribute to the content preparation of our commercial materials.
Challenge suppliers to obtain an offer as soon as possible.
Provide technical support to the sales team.

Sirail | 2018 – 2021

Technician, Tunis

Tasks:

Enter the documents of all the products (configuration status) of 5 SBB, NAT, PH, M7, RER-NG projects and send to the customer.
Tracks project documents (Creation + distributed documents to production).
Creation of the sheath lists.
Creation of V0x files (validate by our client).
Training of users in the handling of equipment (general presentation, operating procedures), awareness of safety rules.

Tunisair | 08 – 2017

Freight agent, Tunis

Tasks:

Export circuit: booking service, acceptance, export agency, store and export disputes.

STB Bank | 09 – 2016

Foreign trade agent, Tunis

Tasks:

Opening the documentary credit, Swift, receipt and registration of documents received from foreign correspondents of the STB, filing of files, sending a notice to the customer, recording the transactions of purchases and sales.
Prioritization of tasks to limit emergencies and meet my objectives

LANGUAGES

French : Fluent

English : Intermediary

Arabic : Native

FORMATION

2017 | Tunis

International Trade Technician

Institute for New Technologies

2014 | Tunis

Baccalaureate

Abu Kasem chebi High School

January 2017 | Tunis

Training in transport and logistics with training in foreign trade regulations.