

Miss ACHAHBOUN SAIDA

date of birth: 13/06/1981

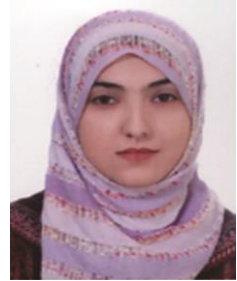
place of birth: Lahay Netherlands

Marital status: single

Residence : Tangier Morocco

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Objective :

Invest the maximum possible of my know-how, my skills and my experiences for the achievement of the objectives set by your Company.

SKILLS :

- Designer
- Processing of administrative files
- Telephone reception
- Marketing and customer relationship management
- Administrative and financial management
- Mastery of sales techniques.
- Sales administration management.
- Good knowledge of loyalty techniques.
- Phone appointment
- Legal advice
- People Technique
- Breeding technique
- Social and psychological -integration technology
- Experience in first aid and pharmacy

Professional experience :

From 02-2014 To 30/07/2019:

– showroom manager, agent
commercial, administrative and designer, accounting, reception
physical.

- Purchasing and selling department.
- Administrative and finance department.
- Interior design and furnishing service

From 06-2008 To 03-2012:

- administrative and financial:

- Sale of company products.
- Maintaining the customer file and stock management.
- Conclude, enter and track customer orders and suppliers.
- Follow up regularly with the client to conclude the sale.
- Graphic designer.

From 11-2006 To 05-2008:

– administrative and creative.

- Transmission and reception of telephone calls.
- Drafting and sending of invoices, quotes and contracts to customers.
- Maintenance of the customer file and inventory control.
- Scores and compensation of employees.
- Fill in the customer file for the creation of a database

From 09-2004 To 09-2006:

- Babysitter in primary education Children's
- Teacher in primary education

Acquired skills: (the technique of dealing with the child, the technique of teaching information to the child, the technique of studying the behavior of the child,

The technique of playing with the child to involve him in playing and integrating him to communicate with his surroundings.)

From 01-2000 To 07-2004:

- Working in the field of pharmacy:
- Preparing pharmacy
- prescriptions
- first aid
- Learn about the types of medicines
- Sale of medicines in the pharmacy
- Take a sphygmomanometer
- Take a blood glucose meter

Training:

***2004-2006:** Specialized Institute of Applied Technology Ibn Marhal, Tangier - Morocco

-Technician specialized in computer graphics.

***2000-2004:** Abdel Malek Es Saadi University Faculty of Sciences legal and economic in Tangier Morocco

-Bachelor's degree in public law

LANGUAGES :

- Berber: mother tongue
- Arabic: Bilingual.
- Arabic dialects: Moroccan, Syrian, Lebanese, Iraqi, Yemeni, Algerian, Libyan.
- French: Good.
- English: Moderately

Computer skills :

Word, Excel, Internet, Photoshop, kitchen draw, corel draw

volunteer work:

-Legal advice and assignment of files related to immigrants returning from the Netherlands, Germany and France to Morocco

Regarding files:

Retirement, pension for widows and orphans, health insurance, family reunification, visas for the Chavez rule, study visas.

Fundamental principles :

Team spirit and initiative, sense of responsibility, dynamism, capacity for integration, communication.

Extra-professional activities :

Sport – Music – Travel – Internet, Drawing

Future aspirations:

- Master's and PhD studies in the field of immigration law.
- Work in the field of international migration