

## **SOUFIANE LAMGHARI**

Rue Oued Aliane, Residence  
Borj Aya App 55. Tanger  
Morocco

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### **SKILLS**

- **Languages: French, English, and Arabic ( native )**
- **Computer skills: Word, Access, Excel, PowerPoint**
- **General accounting: Client accounts, supplier accounts, payroll, billing, and bank reconciliation**
- **Inventory management**
- **Customer service**
- **Production of tenders and sales reports**
- **Translation of documents**
- **Work (receiving and dispatching telephone calls, filing, drafting correspondence, etc.)**
- **Service purchase and sale of products.**
- **Supplier and customer situation.**
- **Transport management.**
- **Field prospecting.**
- **Customer Training.**
- **Recovery of installments**
- **Follow-up of late payment customers.**

### **WORK EXPERIENCE**

<b>2020-2021</b>	<b>Client portfolio manager</b> <b>Arrawaj foundation of inclusive finance, Tiflet (Morocco)</b>
<b>2019-2020</b>	<b>Animator and product seller</b> <b>RH Oxygène., Tiflet (Morocco)</b>
<b>2019</b>	<b>Warehouse Manager</b> <b>ENAF Rental, Tiflet (Morocco)</b>
<b>2017</b>	<b>Production Agent : Atlanta insurance, Tiflet (Morocco)</b>

**EDUCATION**

**2017-2019**

**Diploma of Special Technicien  
(Administration: Commerce Option)  
Institute of Applied Technologies, Tiflet (Morocco).**

**2012-2014**

**Associate degree in French law  
Mohamed V University Agdal, Rabat (Morocco).**

**2012**

**Bachelor of Human Sciences  
Abdelkarim el khattabi High school, Tiflet (Morocco).**