

# Curriculum Vitae

**Name: MOSTEFAI**

**First name: AHMED MEHDI**

**Date of birth: July 30, 1990 in Oran Algeria**

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**Family situation: Single**

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My experience as an administrative accountant of a public company, and my years of university studies in the field of accounting, allowed me to apprehend many creative challenges and to be comfortable in a team while knowing how to work in team. Today I want to join an international team in order to broaden my horizons and put my skills at the service of an innovative company.

## **Key skills :**

- Public procurement management
- Processing of supplier files
- Preparation of official documents
- Analysis and decision support
- Organization of the call for tenders
- Project monitoring and management
- Verification of draft contracts (legal clause, quotes, etc.)

## **Secondary curriculum:**

**2011:** Obtaining the baccalaureate option Management and Economics

## **Cursus Universitaire :**

**2016:** Bachelor's degree in Economics, Management and Business Sciences, Management Science specialization in Public Management at Blida II University.

**2018:** Master's degree in economics, management and commercial sciences, with a specialization in Management Science in Public Management at Blida II University.

## **Professional experience:**

**01/01/2020 to date:** Administrative accountant at the level of the regional directorate of military infrastructure Blida

### **SPOKEN AND WRITTEN LANGUAGES :**

- Arabic: Mother Tongue,
- French: Excellent (written spoken).
- English: Very Good (written spoken).

### **VARIOUS :**

- Dynamic, serious and presentable.
- Possessing a category B license.
- Sense of responsibility and communication.
- Team spirit.
- Ready to learn and adapt.