



Djamila Bouafia

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LANGUAGES

Arabic Native

French Fluent

English Fluent

SOFTWARE

Word

Excel

WORK EXPERIENCE

Project Manager | Zima | UAE [2021 – Present]

- Lead and motivate team members to meet performance goals and objectives.
- Develop and implement strategies to improve customer service standards.
- Monitor team performance and provide guidance and feedback as necessary.
- Set deadlines and ensure all tasks are completed within the specified timeline.
- Oversee quality assurance of documents and ensure accuracy and consistency.
- Develop and implement new processes and procedures to streamline workflow.
- Manage and review client requests in a timely manner.
- Evaluate team performance, identify areas of improvement, and develop strategic plans.
- Maintain an organized workflow and ensure all projects are completed on time.
- Address customer inquiries and complaints in a professional manner.

French Teacher | Daci Khalifa Eldjedeida School [2020-2021]

- Develop and implement lesson plans for French language classes.
- Create and grade tests, assignments, and assessments for students.
- Monitor and assess student progress and provide feedback.
- Use a variety of teaching methods, such as lectures, demonstrations, discussions, and multimedia presentations.
- Develop and maintain a positive learning environment.
- Encourage students to practice speaking, reading, and writing French.
- Provide extra help to students who are struggling with the language.
- Adapt teaching materials to meet the needs of all students.
- Participate in school and department meetings.
- Maintain accurate records of student progress.

EDUCATION

**BA French Litterateur in Faculty of Literature and Languages,
Hamma Lakhdar El-Oued University | 2020**

PERSONAL DATA

Full Name: Djamila Bouafia

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Date of Birth: 02/07/1998

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