



Sarra Harizi

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Professional Summary

- _ to work with complete sincerity towards building up a challenging career.
- _ to secure a reputed position in order to utilize my skills and abilities in an industry that offers professional growth.
- _ to pursue a career with an organization that energizes me towards the highest individual in a way I can prove myself.

Education

Course / Degree	School / University	Grade / Score	Year
human resource management	University of Ibn khaldoune	Master degree	From 2013 to 2019
Entry Data (Word, Excel, PowerPoint)	Center of Ali zrakni	Diploma	From 2021 to 2022
English language	Institute of languages (University of Algeria02)	Certificate	From 02/2014 to 06/2014

Experience

- Administrative and supervisor**
10/2021 - 05/2023
Private school
 - _ Supervision students registration
 - _ Supervising payment and salaries
 - _ Reception and customer service
 - _ Preparing school documents
 - _ Recruitment.
 - _ coordinating with teachers and students
 - _ organising courses and school trips
 - _ answer the phone calls and emails on social media .
- Travel agency**
01/2019 - 01/ 2020
Office assistant / customer service
 - _ serve the customer and answer their questions and concerns
 - _ responsible for the inscriptions
 - _ social media admin
 - _ organise trips
 - _ computer tasks (copies , scanning , documents)
 - _ reservations

- **Rubrain healthcare**

09/2023 - 01/2024

HR recruiter

- _ seek for job seekers on socialmedia
- _ Share job opportunities
- _ shortlist the candidates and do the first interview.

Skills

- _ strong interpersonal skills. _ very good computer skills. _ fluent in Arabic speaking and writing. _ fluent in English speaking and writing. _ Good in French speaking and writing . _ detail oriented and highly organized.

Languages

- _ Arabic _ English _ French