



FATNA

HAMID

ADDRESS SBA ALGERIE

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ADMIN MANAGER

PROFILE

For more than 5 years holding a good professional administrative management offering versatile office management skills and a computer programs proficiency. Planning and resolving strong issues that adapt easily to change, Confidentiality, organizational skills and excellent communication. Other jobs in networking and translation Freelancer

EDUCATION

- Modern methods in human resource development Certificate by International Training Institute Kuala Lumpur Malaysia **2014**.
- Advanced Office Management and Executive secretarial Certificate by International Training Institute Kuala Lumpur Malaysia **2014**.
- Intermediate English Certificate British Council Kuala Lumpur Malaysia **2013**.
- Public management Degree Djilali Liabes University SBA Algeria **2008 -2010**.
- IT maintenance Certificate SBA Algeria **2004-2005**
- IT Technician in programming professional training institute in Algeria **2004-2005**.
- Other in I Art

EXPERIENCES :

Languages and skills

Arabic
French
English

Bahasa Malayu
(some knowledge)

Teamwork strong
sense of
responsibility,
initiative
and self-motivation

Other

*love reading,
painting, nature,
travel, ...
Having
participated in
several
humanitarian
national and
international
artistic Painting
exhibitions, as
volunteer in
charity aid (day
of autistic child,
orphanage,
Refugees,)*

Fine art school SBA | 2007-2011

Multitasking (eg, Data Entry, Filing, and Records Management) as an assistant, as assistant have to perform other duties:

- _Good communication with multiple departments for planning meetings establishing strong relationships.
- _Entrusted to the management of the office in the absence of the supervisor. Provide prompt, courteous and competent responses to requests for information; Filtered and transferred calls; Preparation of all official correspondence
- _Assist with team building initiatives and overall support for maintenance of organizational culture and employee morale.
- _Distribute announcements, conference rooms, and coordinate catering for staff development forum.
- _Designed PowerPoint presentations for monthly divisional meetings with top-level executives. Collaborated with other administrative team members, human resources, and other department on special festival and events.
- _Locate and attach appropriate files to incoming correspondence requiring replies.
- _Computer maintenance agent solving computer problems (soft)
- _Realization of inventories. Making counting operations; computerized counting operations, validation and recording of variances, and inventory reporting. As I perform the permanent check of stocks and goods, as furniture, books

World Citizen Artists Paris France /Freelancer translator et online article searcher: 2014 -2015

Translator of certain articles in Arabic and French English, online article searcher respecting certain ethics in a humanitarian ART.

E-marketing Suchi Majimi Foods 2016

Marketing via internet, especially social media and Emailing, responsible of the stand on the opening day of the delicious Sushi stand.

Personal Assistant and Public Relations for Rational Corporate Chef Naim 2015-2018:

Perform a variety of varied tasks as a personal assistant for Chef Naim and his public relations officer by supporting him in his career, supporting him in his search for other opportunities and shaping his career for a future better :

- Management of all means of correspondence (mail, postal mail, fax)
- Manage agendas Organization of business trips and booking of flights and hotel booking.
- Manage regular calendars and reminders of appointments, meetings or other events
- The writing of external communication documents (press and magazine writing, and Blogs), responds to requests for news interviews.
- Creative video creation to promote the professional and public image of Chef Naim
- Search for new opportunities in social networks (e-reputation) and other website.
- Organization of the trips, in accordance with the budgetary instructions

Executive Assistant SPA SODEA ALGERIA -2019:

- Management of all means of correspondence (mail, postal mail, fax)
- Manage agendas Organization of business trips and booking of flights and hotel booking. In accordance with the budgetary instructions
- customers reception and responding to their inquiries.
- Manage regular calendars and reminders of appointments, meetings or other events