



Graduated with a degree in Management specialized in Management, ambitious, dynamic, and motivated has carried out effectively the tasks entrusted. I had a lot of experience in my old job, especially at the level of Time Management and Finance and I am looking for a job to enrich my knowledge.

Contact:

- **Email:** Fekihkaoula95@gmail.com
- **Telephone:** (+971) 56 652 3407
- **Location:** Dubai, UAE

Skills:

Creativity
Spirit and teamwork
Rigorous
Dynamic

Languages:

- **Arabic:** Native language
- **English:** Fluent
- **French:** Fluent

Computer Skills:

- **Microsoft Word:** Very good
Power point: Very Good
Excel: Very good

Khaoula Fekih

Professional Experience:

Hotel Hyatt Regency-Dubai (currently)

Function: Reception

Modern City Electrical Trading LLC-Dubai

Fevrier 2024-to September 2024

Function: Administrative assistant

- Billing method
- Pointing bank statement
- Payment invoice

Metallurgies Society of the Center-Monastir-Tunisia

September 2020-to Novembre 2023

Function: Purchase Service

- Verification of supplier invoices before payment
- Contact suppliers directly, by phone and E-mail.

Function: Sales Services

- Check sales invoices and customer balances.
- Sales tracking
- Followed the recipe.

Internship:

STB bank-kaser Hlell (Tunisia)

Branch / Account Manager

METS Sousse (Tunisia)

Receive order / Identify barcode by HOST software.

Microtechnique Sousse (Tunisia)

Export preparation

Benetton Sousse (Tunisia)

Stock Management / Quality control.

Education and Training:

FSEG-Sousse (Tunisia)-2022

License in Management Specialty business administration

ATEC GROUP (Tunisia)-2022

Practical accounting, SAGE, and taxation

Kaser Hlel School (Tunisia)-2019

Baccalaureate: Economics and Management

Khness Trading Centre (Tunisia)-2015

Diploma in professional Technician in Production Logistics (BTP)