

# Gram Abdellah

Agadir, Morocco (Willing to relocate to Canada) | +212 642 715 170

abdellahgram01@gmail.com

## PROFESSIONAL SUMMARY

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Organized and analytical Business & HR professional with a Bachelor's in Business Intelligence & Statistics and hands-on experience supporting recruitment, office administration, and data-driven reporting. Strong skills in candidate sourcing, documentation, stakeholder communication, and process improvement. Reliable, discreet with confidential information, and ready to relocate to Canada to support HR and administrative operations.

## KEY SKILLS

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- Recruitment & candidate screening (sourcing, interview coordination, ATS basics)
- HR administration: onboarding, record keeping, policy compliance
- Business analysis & reporting: Excel, basic SQL concepts, Power BI (fundamentals)
- Project coordination & stakeholder communication
- Office supervision, scheduling, and vendor liaison
- Payroll support basics, timesheet reconciliation (add software if used)
- Documentation, confidentiality, and HRIS awareness
- Languages: Arabic (native), French (intermediate), English (intermediate)

## WORK EXPERIENCE

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### HR Support

2022 – 2024

- Assisted in candidate sourcing and initial resume screening for local projects; coordinated interview schedules and prepared candidate packs for hiring managers.
- Supported onboarding paperwork and created checklists that reduced administrative delays by streamlining the new-hire process.
- Maintained confidential candidate records and prepared simple candidate status reports for the HR lead.

### Business Analyst Support - Paradine

2021 – 2022

- Collected and cleaned operational data to produce weekly performance snapshots and basic dashboards, enabling supervisors to monitor task completion rates.
- Assisted in documenting process steps and recommended small procedural changes that reduced manual data entry time.
- Coordinated between operations and management to ensure timely delivery of project updates.

### Office Supervisor - CIIS souss massa

2020 – Present

- Supervised daily office tasks, managed schedules, coordinated vendor deliveries, and maintained filing and documentation systems.
- Trained temporary staff on basic office procedures, improved filing accuracy, and handled customer/visitor inquiries professionally.

## EDUCATION

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### Licence en Business Intelligence & Statistiques | Université Ibn Zohr – Agadir | 2022

- Modélisation, analyse de données, data warehouses, machine learning basique.

### Diplôme en Développement de Systèmes d'Information | Centre BTS Guelmim | 2021

- Développement web, bases de données, analyse de systèmes.

## LANGUAGES

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- English : Fluent
- Arabic : Native
- French : Fluent