



CURRICULUM VITAE

Career objective : To secure a challenging position, where I put my knowledge's and my experience to improve the functioning of the company and promote my career in the right conditions.

Personal Information:

Full Name : Mohamed Ridha Ayari

Date of Birth : March 11th, 1986

Weight : 89 kg

Height : 196 cm

Nationality : Tunisian

Passport Number : R652054

Phone Num : 05-69858139 / 05-69583893

E-Mail : Ayari.mohamed.11031986@gmail.com

Education:

- ❖ Certificate of Safety and Rescue (CSR) for Personnel Cabin Crew (PCC) within the CMFC Training Center, Djerba, Tunisia.
- ❖ Basic License in Monetary Economics within the FSEG Mahdiya, Tunisia.
- ❖ Computer Management specialized in accounting database within the BELLO Training Center, Ariana, Tunisia.
- ❖ Bachelor of Mathematics Main Session, Tunisia.

Work experience

- ❖ **August 2013 till now** : Sales Associate with the APPAREL Group



- ❖ **May 2012 - April 2013**: Assistant Manager (Marketing Department) in the « Congo Future » company, Kinshasa Congo.

Job Description : *Giving Feedback, Project Management, Coaching, Foster Teamwork, Supervision, Staffing, Business Knowledge, Technical Leadership, Technical Management, Vision.*



- ❖ **February 2011 - April 2012**: Assistant Manager (Logistic Department) in the LILAS company, Medjez el Bab, Tunisia.

Job Description : *Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.*



- ❖ **August 2009 - February 2011:** Supervisor Controller Quality in the department QC then assistant accounting and assistant manager with the SICAM Company, Medjez el Bab, Tunisia.

Job Description : Prepares reports by collecting, analyzing, and summarizing information, Maintains inventory by checking merchandise to determine inventory levels; anticipating customer demand, Evaluates competition by visiting competing stores; gathering information such as style, quality, and prices of competitive merchandise, monthly management account preparation, to complete and maintain sales invoices and reports, Accruals & prepayments Preparation of the Accounts Pack for review, Bank reconciliation, posting and balancing, Weekly wages, petty cash and other journal posting, Daily bank receipts postings, Year budget preparation



- ❖ **January - April 2009:** Commercial Investigator in the EMRHOD company, Tunis.

Job Description : Private detectives answer client questions about activities, places, companies and people. For example, they may verify previous employment, trace missing funds or investigate fraudulent insurance claims. They uncover some information by digging through computer and paper files



- ❖ **summer job : June - September 2004/2005/2006/2007:** Management in the QC Department with the SICAM company, Medjez el Bab, Tunisia.

Job Description : Trains store staff by reviewing and revising orientation to products and sales training materials; delivering training sessions; reviewing staff job results and learning needs with retail store manager; developing and implementing new product training.



Personal Skills

- ❖ Proven ability to analyze, evaluate and recommend administrative functions and services to promote success.
- ❖ Exceptional time management, problem-prevention and problem solving skills.
- ❖ Proven record of working accurately and independently with close attention to detail.
- ❖ Ability to maintain secrecy of sensitive information.
- ❖ Able to work with associates, vendors and the public capably and tactfully.

Further Information :

- ❖ **Internet and Search Engine**
- ❖ **Computer knowledge : Microsoft Office (Word,Excel,Powerpoint..)**
- ❖ **Software:** QuickBooks , SAGE , GesPes & OKGestion
- ❖ **Languages : Arabic :** Native language
French: written and spoken fluently
English: written and spoken fluently
- ❖ **Points of Interest :** Chess, Sport, Internet, & Music .

Thank You
Mohamed Ridha Ayari