

# Mateo Ben Saad

Tunisia | Male | 24

*Target MSc: Management*

## PROFESSIONAL EXPERIENCE

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Administrative Officer - NGO (Mar 2021 - Aug 2023)

Managed project documentation, progress reports, and donor communication

Coordinated multiple small-scale projects and ensured timely completion of deliverables

Developed and maintained filing systems for efficient access to information

Assisted management in operational planning and budget tracking

Office Assistant (2018 - 2019)

Handled administrative tasks including filing, correspondence, and scheduling

Supported project teams with documentation and internal communication

Maintained office inventory and procurement records

## EDUCATION

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BTS Gestion, Centre de Formation Privé, 2019 - 2021

Specialized in business administration, organizational management, and office processes

Completed coursework in project coordination, reporting, and administrative systems

## SKILLS

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Administration, project coordination, Excel, reporting

## LANGUAGES

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Arabic (native), French (good), English (basic)

## PERSONAL INTERESTS

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Social projects, organizational development, volunteer work