

# 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