



NOURHEN SOUIFI

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Tunis, Manouba

Profile

Passionate about sociology and social mediation, I aim to contribute to projects that promote human and organizational development, while leveraging my skills in administrative management and digital tools.

Compétences

Sociology and Mediation

- Mediation and Support
- Social Analysis

IT Skills

- Proficient in Office Tools ou Proficiency in Office Software
- GDocument Management

Personal Qualities

- Organization and Time Management
- Autonomy and Initiative
- Problem Solving

Languages

- French – Fluent
- English – Intermediate

Interests

- Personal and Professional Development
- Involvement in Social and Educational Activities

Education

Master's in Sociology: Mediation and Educational and Social Support

2023

Professional Training in Information Technology

2022

Bachelor's Degree in Sociology, specializing in Work, Development, and Environment

2019

Baccalauréat Lettres

2016

Professional Experience

National Health Insurance Fund (CNAM)

Centre Régional d'Assurance Maladie

- Reception and Administrative Management
- File Control
- Medical Support

2023

Secretary in the Human Resources Department

Product Design Manager

- Human Resources Management
- Office Process Optimization
- Training and Development
- Mediation and Conflict Resolution

2022