

Omar Bouhenna

Address: International city-DUBAI-

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Objective:

I am currently exploring an opportunity to expand my knowledge and to gain valuable new experience in a challenging environment where I can utilize my experience and skills towards continuous growth and advancement. I have strong communication skills and my commitment to excellence is reflected in the quality of my work. Also, my ability to work with others makes me a valuable resource in the workplace.

Personal Details

<i>Name</i>	:	<i>Omar bouhenna</i>
<i>Date of Birth</i>	:	<i>22/04/1986</i>
<i>Father Name</i>	:	<i>Benamar</i>
<i>Sex</i>	:	<i>Mal</i>
<i>Marital Status</i>	:	<i>Married</i>
<i>Nationality</i>	:	<i>Algerian</i>
<i>Languages Known</i>	:	<i>Arabic (W-S-R), English (W-S-R), French (W-S-R)</i>
<i>Permanent address</i>	:	<i>Resident in Dubai UAE.</i>
<i>Visa statue</i>	:	<i>Employment visa</i>

Qualification

❖ **Diplomas:**

- **License degree in literature** (French language)
From the University of Arts and foreign languages – Tlemcen – Algeria
- **Baccalaureate degree** from high school - Tlemcen
Management & Economy

Working Experience:

❖ **French Teacher at Springdales School –Dubai-**

2016– Present

- French Teacher FLE (Grades 6-7-8-9-10)
- Subject Leader for French language.
- Termly, monthly and weekly planning records to be shown to the ELT.
- Record the achievements and the progress of individual children.
- Maintain attendance records as per school policy.
- Participate in the school's programme for continuing professional development.
- Termly reviews and annual Personal Development Review meeting.
- Organize and conduct co-curricular activities of the school.
- Create instructional resources for use in the classroom. -Plan, prepare and deliver

❖ **French Teacher at Benzourou primary school –Algeria-**

- French Teacher FLE (Grades 3-4-5)
- Taught French to Primary level.
- In-charge of the Bridge class.
- Took up the responsibility to prepare students for CEM exam.
- Coordinated, arranged and presented many activities and events for children. (French play, French movies, French assembly).
- In-charge of the French club.
- Taken active part in organizing school annual day and sports day.

❖ **Call Center Agent at EDF French Company**

Answers all phone calls in an accurate Processes all phone calls according to priority, timely, friendly and professional manner; and protocols.

Skills & Expertise

- Microsoft Office
- Management
- Microsoft Excel
- Microsoft Word
- Research
- PowerPoint
- Leadership
- Training
- Edmodo
- Zaption
- Kahoot

Hobbies:

Football, surfing Internet, Reading books, traveling, cinema.

Declaration

I hereby declare that the above details are true to the best of my knowledge.

Omar Bouhenna

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