

Assistant or Manager in Human Resources

WORK EXPERIENCE

March 2006 till today • GRIS DECOUPAGE (Manufacture of mechanical components in Pont à Mousson, North East of France)

Personal Assistant to the DHR, then Assistant in HR

- Human capital management (maintaining Human capital records, contracts)
- Payroll administration (preparing payroll data with time and attendance system)
- Recruitment (assistance to the DHR for the administration of recruitments)
- Employee development (training logistics, financial files, management of annual appreciation interviews)
- Various Secretarial tasks (phone, management of plannings, various financial and HR reports)

April 2005 to February 2006 • CARMAT (Sale of tiles in Ludres, North East of France)

Sales Assistant

- Prospecting new foreign suppliers and carriers, management of orders, information to customers

January to February 2004 • Plymouth College of Further Education (Plymouth, South of the UK) • Training as a Trilingual Assistant

May to July 2003 • ZF Friedrichshafen (Friedrichshafen, South of Germany) • Training as a Trilingual Assistant

EDUCATION BACKGROUND

- **2014 – Master (MA) in Management of Human Resources** (University of Caen, France)
- **2005 – Bachelor (one-year course) in International Trade** (Nancy, North East of France)
- **2004 – BTS (two-year technical degree) in Trilingual Secretariat** (Nancy, North East of France)
- **2002 – High school diploma in French and languages** (Remiremont, North East of France)

SKILLS

French: Mother tongue

English: Good skills, both written and oral - TOEIC (Test Of English for International Communication: 800/990 in 2005)

German: Good skills, both written and oral – ZDF (Zertifikat Deutsch als Fremdsprache 278/300 in 2005)

Arabic: Basic

Software: Excellent skills in MS Office (Word, Excel, Explorer Internet, Outlook, PowerPoint, Publisher, Visio)

HOBBIES

Travels (Turkey, Kingdom of Saudi Arabia, Morocco, United Kingdom, Germany)

Associations (Organization of events to collect funds for activities for children at school, promotion of Arabic culture in France)

Sport (Snowboard, swimming, running)

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Date of birth:
9th October 1984

Nationality: French

Marital status: married

2 children

Confidentiality

Integrity

Efficiency

Self-motivation

Hard working

Enthusiasm