

**LAOUFI Mohamed Cherif Anouar Bessedik**

**20<sup>th</sup> AEK Ben DJEBBAR Street, 8<sup>th</sup> zone MASCARA- Algeria**

**+213770753016 / cherif\_br@hotmail.fr**

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**Subject:** Application for (employment)

**Attachment:** CV

Dear Mr. / Mrs. HR Responsible

As I am currently looking for a job, I would like to offer you my candidature for the position that suits my skills and knowledge.

Worker, rigorous and available, it is with great optimism that I postulate to integrate your company. Possessing a flawless motivation, I will be able to carry out the various missions that you will confide to me.

Sociable and attentive, I know how to adapt to a situation in place and could thus integrate without any problem to your team.

My versatile work experience begins in my will to occupy the position that suits me and pushes me to prove myself. The challenge proposed meets my expectations.

This first job will mark the beginning of my active life, the success of which is in my hands.

I remain at your disposal for any additional information, or to meet you during an interview.

Please accept, Sir, the expression of my sincere greetings.

**LAOUFI Mohammed Cherif Anouar Bessedik**

# LAOUFI

## Mohammed Cherif Anouar Bessedik



Address: 20<sup>th</sup> AEK BENDJEBBAR 8th zone, Mascara | [F] 0----- | [M] +213770753016.

E-mail: cherif\_br@hotmail.fr

### General Info

Born on 12 of January 1991 in Mascara Algeria.

Marital Status: Married.

### Training

**2015:** Master degree in Analysis Methods in Quality Assurance and Quality Control.

**2014:** Seminar of Marketing at the National Institute for Productivity and Industrial Development-Boumerdes, Algeria.

**2014:** Practical Training at the regional laboratory for quality control and fraud control on the identification of occupational diseases: Musculoskeletal Disorders “MSD”, Oran, Algeria.

**2013:** License Degree in Food Biochemistry.

### Work Experience

October 2013, recruited within the Mills of Beni-Chougerane as sales manager performing the following tasks:

- Developing trade strategies
- Forecasting sales in terms of targets set
- Prospecting and evaluating the whole sales
- Retailing orders to optimize responsibility
- Perfecting knowledge of networking distribution and terms market.
- Preparing invoices and removing orders.
- Settling sales receipts, calculating and accumulating turnovers.
- Establishing daily situations
- Establishing 104's state of the company's returns and different types of customers for taxes direction.

June 2016, recruited within National Fund of Social Insurance for Employees as a senior officer of the division of general resources performing the following task:

- Preparing correspondence between different departments related to the occupied service (Land Conservation Direction, Algerian Water Direction, Algeria-Telecom...etc.).
- Frame working and cashing the use of office accommodations.
- Defining the technical and financial guidance of the authorizing officers.
- Supervising the relocation of persons and equipment.
- Supervision of purchasing and acquisition operations
- Reforming equipment
- Managing car fleets.
- Preparing suppliers payments cards, contractors for the financial
- Managing the governing bank and establishing specifications

## Skills

### Languages:

- English: basic knowledge
- French: write and speak fluently.
- Arabic: write and speak perfectly (Mother tongue).

### Computer Managing:

- Good use of Word, Excel, PowerPoint.

### Odd Jobs:

- Manager of a cyber CAFE since 2009.

### Personal Qualities:

- Strongly motivated, ambitious, reliable and good communicator.