

Wiem GACHA

CONTACT

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EDUCATION

2024 - Ongoing
"Web Development" Certificate
Gomycode
Nabeul _ Tunisia

2022
Bachelor's level
Experimental Sciences Branch
Atef Chaieb High School
Hammamet _ Tunisia

EXPERIMENT

15/06/2023 _ 15/09/2023
Internship • Executive Assistant
Consulting, Audit & Training Firm
Hammamet _ Tunisia

- Telephone and physical reception of customers;
- Appointment management;
- Mission planning.

15/06/2022 _ 15/09/2022
Internship • Executive Assistant
Consulting, Audit & Training Firm
Hammamet _ Tunisia

- Telephone and physical reception of customers;
- Appointment management;
- Mission Planning

01/06/2020 _ 31/08/2020
Internship • Medical Assistant
Physiotherapy practice
Hammamet _ Tunisia

- Telephone and physical reception of patients ;
- Guide patients in their procedures;
- Management of appointments and scheduling of interventions;
- Keeping medical records;
- Management of stressful situations requiring to deal with the unexpected;
- Support from the Physiotherapist on certain tasks.

SKILLS

Communication
Social media
Planning

HOBBIES

- ✓ Listening to music
- ✓ Bodybuilding
- ✓ Basketball
- ✓ Gaming