

Professional with history of meeting company goals using consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Work History

2022-09 -

Directive Assistant

2023-01

Fractal Studio, Dubai

- Supply support on set where it's needed.
- Doing a vast variety of tasks throughout a shoot.
- Moving equipment, managing background actors, escorting actors to and from their trailers, delivering hard drives of footage to editors, handing out scripts and shooting schedules, organizing paperwork, cleaning up the set, and taking coffee orders, among other things.

2022-07 -

Sales Representative

2022-08

Paco Rabanne Dubai Mall, Dubai

- Find interest and understand customer needs and requirement.
- Important level of ownership, accountability and initiative.
- Hardworking with effective communication skills, motivated with positive and team attitude.
- Convincer in sales, target oriented bilingual and proficient.

2020-02 -

Supply Manager

2022-06

COSIDER TP, BEJAIA_ALGERIA

- Plan and implement the overall supply chain strategy.
- Collaborate with sale operations, and customer service teams.
- Find key supply chain KPIs suggest solutions for process improvements.
- Find process bottleneck and implement solutions in a timely manner.
- Train and evaluate interveners.
- Supply constructive feedback.
- Work with finance, sales, and manufacturing team to determinate best vendors and distributors.



Massilya MOUHOUS Supply Manager

Contact

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Skills

KNOWLEDGE OF
TRANSLATION
TECHNIQUES

SOLID GENERAL CULTURE
AND VERY GOOD
COMMUNICATION SKILLS

COMPUTER SKILLS (WORD
PROCESSING, MAJOR
COMPUTER PROGRAMS,
EMAIL)

Languages

English



- Build and support good relationships with vendors

Arabic

French

2019-02 -
2020-01

Translator and Interpreter (without Borders)

SEOUL NORTH IWPG ORGANIZATION,

- Immediate and exact understanding of the target languages.
- Interpretation of words, structures, implications and nuances of tone.
- Relay the speaker's words in the target language, both in terms of content and meaning.
- Be able to translate technical and specific lexicon, expressions.
- Translation of texts from the source language to the target language, preserving meaning, tone, cultural references and nuances of meaning.
- Revision of these translations and texts and reformulation if necessary.
- Ensure the editing and reworking of translated texts according to editing requirements (layout, style, font).
- Compliance with translation delivery dates

2018-11 -
2020-01

INTI RYAMI FUND ORGANIZATION

translator and interpreter (without borders),

- Immediate and exact understanding of the target languages.
- Interpretation of words, structures, implications and nuances of tone.
- Relay the speaker's words in the target language, both in terms of content and meaning.
- Be able to translate technical and specific lexicon, expressions.
- Translation of texts from the source language to the target language, preserving meaning, tone, cultural references and nuances of meaning



- Revision of these translations and texts and reformulation if necessary.
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- Compliance with translation delivery dates

2018-09 -
2020-01

Executive Assistant

EURL GEBECO, BEJAIA_ALGERIA

- Internal information and monitoring of services in the "accounting, equipment and subcontracting" division.
- Follow-up and verification of the invoicing of subcontractors and suppliers.
- Organization and management of diaries and planning of professional appointments.
- Preparation of meetings and sharing of decision-making reports with the employees concerned.
- Professional writing upstream of the division's services.
- Reception of customers and co-contracting organizations.
- In charge of the relationship between the company and contractors

2016-05 -
2018-03

« EMHT » ECOLE DE MÉTIERS DE L'HÔTELLERIE ET DU TO

sales agent and bilingual teacher, BEJAIA_ALGERIA

- Help and organization of internal events.
- Organization of meetings, reception of visitors and management of activity reports.
- Ensure the courses of the trainees in the two respective languages French and English.

2013-08 -
2016-03

REAL ESTATE AGENCY THIZIRI

sales agent real estate, BEJAIA_ALGERIA

- "In the field, telephonic and relational" prospecting in order to obtain potential customers in its portfolio.
- Management of own client portfolio.
- Drafting of compromises.



- Checking of administrative files

Education

2008-09 - 2013-06	Master of Science: Language Interpretation and Translation <i>FERHAT ABBAS UNIVERSITY – SETIF_ALGERIA</i>
2016-02 - 2016-09	Pharmaceutical Representative <i>ECOMOD – BEJAIA_ALGERIA</i>

