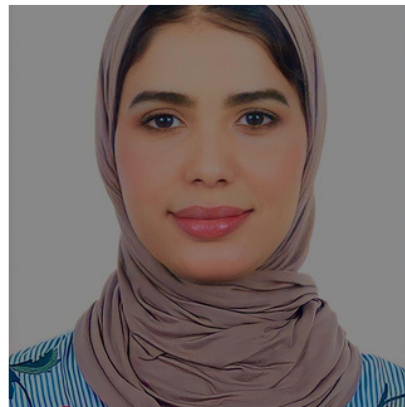


Sihem Chaouachi

*Administrative
Assistant*



About Me


i am able able to manage a team and implement rules and regulations

i am good in planning ,with great IT literacy and numeracy skills ,i am energetic with high positive attitude ,cooperative,helpful ,respectful,self confident and team player...


Expertise Skill

- Computer Programing
- Content Marketing
- Digital Marketing
- Video editing

Contact Me

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 sihemchaouachi12@gmail.com

 P.O.Box:1796,Doha-Qatar

Education

2010 : Baccalaureat National Diploma

2011-2013

- institute of Arts and Majoring in Decorative Sfax+Tunisia

2014-2016

- Mechanisme and Applied Industriel Information Branch Moknin,Monastir-Tunisia

Work Experience

● Administrative Assistant : 2016

Sfax-Tunisia Al Wechma Company

- Provides administrative support to ensure efficient operation of office
- Answers phone calls,schedules meetings and supports visitors

● Adminstrative Assistant

Smasco : Saudi Arabia :2018-2020

- Handle and manage a team of officers , and coordinate their daily activities , briefing them
- Update all report :daily ,weekly and monthly
- Lead and manage partners or colleagues and solve daily problems or conflict and make quick decisions within time

Hobby

Design
Photographe
Write

Work Experience

● Effective Management

Saudi Arabia :Enaya Company :2021-2022

- Be consistent. ...
- Focus on clarity, accuracy and thoroughness in communication. ...
- Set the goal of working as a team. ...
- Publicly reward and recognize hard work. ...
- Be the example. ...
- Never go with 'one-size-fits-all. ...
- Remain as transparent as possible