



Mohamed Amine Ben Ishak

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Gender: Male **Date of birth:** 22/08/1994 **Nationality:** Tunisian

ABOUT ME

Organized and versatile executive assistant with experience in administrative management and executive support. Capable of juggling multiple priorities in a dynamic and demanding environment, ensuring the smooth running of daily operations. Excellent communication skills, time management, and proficiency in office tools. Dedicated to providing high-quality service with discretion and a strong sense of confidentiality. Adaptable and proactive, I thrive in high-pressure situations and am skilled at anticipating needs, enabling management to focus on strategic priorities.

EDUCATION AND TRAINING

[01/09/2012 – 31/07/2014]

Executive Assistant

SAVOIRS PLUS <https://savoirplus.tn/>

City: Nabeul | **Country:** Tunisia |

[15/05/2021 – 18/06/2021]

3DS MAX

ELITE <https://www.elite-formation.com/>

City: Nabeul | **Country:** Tunisia |

[03/08/2021]

AUTOCAD

ELITE <https://www.elite-formation.com/>

City: Nabeul | **Country:** Tunisia |

[25/09/2021 – 27/11/2021]

3DSMAX & Vray

NETINFO <https://www.3dnetinfo.com/public/fr>

City: Nabeul | **Country:** Tunisia |

WORK EXPERIENCE

[20/05/2022 – 01/11/2023]

Executive assistant

CMA Interior design

City: Dar Chaabane | **Country:** Tunisia

- Monitoring and reminder of customer and supplier payments
- Carrying out various administrative tasks
- design of development and redevelopment projects
- support and monitoring of projects

[01/08/2018 – 31/08/2019]

production agent

Thérapia

City: Dar Chaabane | **Country:** Tunisia

supervision and monitoring of production Operations

[09/2015 – 09/2017]

Executive assistant

Sami Chiha , accounting office

City: Nabeul | **Country:** Tunisia

- Receiving and filing customer documents and invoices
- Help in preparing clients tax returns
- Carrying out various administrative tasks

INTERNSHIPS

[01/09/2014 – 30/09/2014]

Tunisie Telecom

[01/08/2014 – 30/08/2014]

The Tunisian Post Office

LANGUAGE SKILLS

Mother tongue(s): Arabic **Other language(s):** French , English

DIGITAL SKILLS

My Digital Skills

Microsoft Office (Outlook, Excel, Word, PowerPoint) | 3DX Max | AutoCad 2D -3D |
Adobe Photoshop, illustrator, AI

DRIVING LICENCE

Motorbikes: AM

Cars: B