



ISSAM KETATA

Tunisian

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Date of birth: October 15th, 1992

Marital status: Married

Carrier Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Personal Skills

* Working under pressure and meet deadlines

*Can adapt to new situations and learn new tasks quickly

*Effective communications and human relations principles (team work)

*Basic sales & planning process

*Successful Public Speaking (customer service & very good negotiation)

*Dj

*Football player

*Gamer

Technical Skills

*Microsoft Office

Languages

* Arabic: Native

* French: Average

* English: Perfect

Diplomas & Education:

***2008-2009:** 3rd year carpentry of buildings - technical preparatory school el Ahd

***2010:** Certificate of completion of studies from training school (building carpentry)

***2014:** Qatari driving License/Tunisian driving License

Professional Experience

***From April 04th, 2020 until now:** Ketata Transport

***From January 01st, 2019 to March 15th, 2020:** I opened my own project "dry fruits"

***From March 1st, 2018 to December 20th, 2018:** Cleaning Supervisor

- The supervision of all cleaning staff focusing on their performance in terms of standards of cleanliness and their behavior whilst on duty.
- Ensuring that a first class cleaning service is delivered to all areas of the building.
- Ensuring all staff are aware of the Health and Safety policies and procedures

***From January 12th, 2017 to February 28th, 2018:** UBER Taxi driver in Qatar

Characteristics:

- Workaholic / Serious
- Appreciate the time and have a good ability to manage hard situations in streets
- Respectful and have Good character in dealing with customers
- Attentive in driving

*** From July 07th, 2014 to November 08th, 2016:** Office Coordinator in Sheikh Abd Ilah Al Thani office, Qatar.

- Greet visitors and provide information as asked
- Answer telephone, mail, faxes, and handle flow of visitors
- Manage files, record systems, office supplies and inventory
- Provide personal and professional support to directors/periodic reports
- Coordinate and plan meetings and corporate events

***From May 07th, 2013 to July 05th, 2014:** Sales Assistant "Afamyia decoration" Doha

- Be involved in stock control and management/receiving and storing
- Being responsible for processing cash and card payments
- Answering queries from customers/dealing with their complaints
- Reporting discrepancies and problems to the supervisor

*** From September 09th, 2011 to June 06th, 2013:** Store keeper at S.T.A.F Tunis

- Check inventory records for accuracy
- Compile reports on various aspects of changes in production or inventory
- Keep records of items shipped, received, or transferred to another location
- Find, sort, or move goods between different parts of the business.