

TABEL IHEB

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SUMMARY

A dedicated professional with experience in both human resources and supervisory roles. As an HR assistant, I developed strong administrative skills in recruitment and employee onboarding. As a Valet Parking Supervisor, I enhanced leadership and team management abilities, ensuring operational efficiency and customer satisfaction. Adept at multitasking and fostering a positive work culture. Seeking growth opportunities in operations or human resources.

WORK EXPERIENCE

Valet parking supervisor, Mr Valet Parking Solutions, Qatar Jan 2023 - Present

- Oversee the valet attendants to ensure they perform their duties efficiently.
- Ensure high level of customer satisfaction by addressing customer inquiries, concerns or complaints promptly and professionally.
- Ensuring that vehicles are parked and retrieved promptly, and monitoring the lot to avoid congestion and accidents.
- overseeing the payment process, ensuring accurate collection of fees (if applicable), and managing any cash or digital transactions.

Human resources executive, Al Sharqi Holding, Qatar May 2022 - Dec 2022

- Managing the company accommodation camps and ensuring they are well-maintained and meet company standards.
- Allocating housing to employees based on availability, needs, or company policy and ensuring an efficient process.
- Coordinating with maintenance teams to address any issues related to repairs, cleaning or any other facility needs.
- Assisting the employees with accommodation-related queries and coordinating with the HR department to solve any complaints or requests received from the employees.
- Preparing reports for the management on occupancy rates, accommodation issues and the budget report.

Salesman and stock manager, La République Bookshop, Tunisia Mai 2018 - Apr 2022

- Presenting products and services to the customers highlighting their features , benefits , and value propositions
- Keeping accurate records of sales activities, customer interactions and inventory levels.
- Manage the interactions with present and potential suppliers.
- Sending purchase orders to suppliers and ensuring that the order aligns with the demand.

Intern in the financial audit department, KPMG, Tunisia Jan 2021 - Apr 2021

- Assisting in organising and computerizing the financial data collected from the clients.
 - Supporting audit teams by collecting the financial documents and confirming their accuracy and completeness.
 - Assisting in the preparation of audit reports, summaries and presentations.
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EDUCATION

Applied license degree in Accounting

Sep 2017 - Oct 2021

Faculty of economics and management of Tunis.

Bachelor's degree in mathematics

Sep 2014 - Aug 2017

L'Aouina high school, Tunis

COMMUNITY WORK

Volunteer

Sep 2021 - Apr 2022

The Tunisian Red Crescent, Tunisia

Treasurer and member

Jan 2021 - Apr 2022

Rotaract Club Boumhal, Tunisia

LANGUAGES

English

French

Arabic

Basic knowledge in German
