



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 "Afamya 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.