Nadia Faiza Belaiz

E- Mail: belaizfaiza@gmail.com

Personal Information

Date of birth : 26 Apriil 1992

Marital status : Single.

Religion : Muslim.

Address : Doha- Qatar

Nationality : Algerian.

Mobile : 00974-33296343

Career Objective: Is to be member of well respected, dynamic and challenged organization to contribute in its growth, help me to apply what I learned in my college, utilize my experience and improve my skills towards the achievement of tangible and intangible organizational objectives.

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| --- | --- |
| * University Degree :
 | Bachelor of civil Law  |
| * + Faculty :
 | Faculty of law |
| * University :
 | : Mohamed Ben Ahmed University Oran 02.Algeria |
| * Graduation Year :
 | 09. 2014 |
| * Degree of graduation :
 | Good |

Education

 Skills & courses

* English : Good(speaking &writing).
* Arabic : Native language
* French :Good
* Human development (are of persuasion and selling \_art of communication with others self- confidence).
* Driving Permit for Computer (ICDL)
* Excellent user with Microsoft Office program.
* Holds a Driving License Country.
* Excellent user in dealing with the Internet

Practical Experience

 **Public Relations Officer**

##### Company Name : Qatar Star Services - LEGOURMT RESTAURANT-

##### Star Bakery – LOSLEIL- STAR GARAGE FOR CARS .

Location : Qatar –Doha

##### Company Name: Mezzan Security Services.

Location : Qatar –Doha

 Tasks I Can Do

Create employee contracts and submit them through the Ministry of Labor system

\* Obligation to monitor Company documents and employees for update .

\* Assist in the preparation of importation of documents, prepares / updates standard operation procedures of the company.

\* do some documentation that related to Company Rules and Regulations.

\* Arrange visa, Medical examination and finger print schedule for new employees.

\* E – GOVERNMENT .

\* Prepares and collect Health Card for all company employees and insurance them.

Personal & Professional Skills

\* Strong analytical skills/analytical thinker.

\* Relationship building orientated.

\* Results orientation.

\* Comfort with shifts and physical work.

\* Pride in achieving individual targets.

\* Flexibility and punctuality. Self-confidence.

\* Creative & Ambitious

\* Work under pressure.

\* Work in team work.