



# MEKNASSI INES KAHINA

## PROFILE

Dedicated and results-driven professional with a strong background. with a proven ability to achievement and contribution. Passionate about delivering high-quality work, collaborating with teams, and continuously improving skills to adapt to evolving challenges. Committed to excellence, efficiency, and achieving organizational goals.

## CONTACT

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**NATIONALITY:**

ALGERIA

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**DOB:**

14-03-2003

**ADDRESS:**

WAKRAH – QATAR

## LANGAUGES

ARABIC – FRENCH – ENGLISH – GERMANY

## SKILLS

- Communication
- Time Management
- Team Work
- Computer
- Working Under Pressure

## EDUCATION

- ✓ BACHELORS DEGREE IN FORGEIN LANGUAGE (2020).
- ✓ BADJI MOKHTAR AMMABA – LISENCE DEGREEE – COMUNICATION AND MEDIA (2023 – 3 YEARS).
- ✓ URPSI – CERTIFICATE IN INTERNATIONAL TRADE (2024 – 6 MONTH).
- ✓ ALGERIA LINEMA CENTER – CERTIFICATE IN FILM DISTING WORKSHOP (2024 – 3 MONT).

## WORK EXPERIENCE

- SALES COORDINATOR FUJITSU ELEVATOR (2024 QATAR 4 MONTH)

Coordinate sales activities, process orders and quotations, communicate with clients, collaborate with logistics, maintain sales records, assist in marketing, ensure customer satisfaction.

- Receptionist – Caf – 12/2022-07/2023

I worked as a receptionist at major sporting events such as CHAN 2022, the Arab Cup, and the Africa Cup. I welcomed visitors, managed calls, and coordinated information between teams, ensuring a positive experience for everyone.

- Journalist – El Sarih News Paper – 02/2023-03/2023

I completed an internship in the field of journalism at Al Sarih "الصريح" (It was a valuable experience that allowed me to deepen my understanding of this sector and develop my skills.

- Manger – communication and media agency – 05/2021-05/2023

I founded a production and communication agency in Annaba, specializing in fashion and modeling. I organized the largest national competition of its third edition, dedicated to free expression. It was a rewarding experience that helped promote creativity and talent in the fashion industry

## PROJECTS

03/2021-Actuelle – production and communication agency

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