



RAOUDA BENNOUNA

ADMINISTRATIVE SUPPORT | CUSTOMER SERVICE | ELECTRONICS GRADUATE

CONTACT

+213 792528445

rawdabennouna@gmail.com

Ain Temouchent, Algeria

EDUCATION

2020 - 2023

AIN TEMOUCHENT UNIVERSITY

- Bachelor of Electronic
- GPA: 3 / 4.0
- Elected Class Delegate

2020

CHERIF TLEMCANI HIGH SCHOOL

- High School Diploma

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Canva (Design of presentations, flyers, reports)
- basic handling of electronic equipment
- Front desk and customer service
- Time management and multitasking
- Verbal and written communication

LANGUAGES

- Arabe (Fluent)
- English (Fluent)
- Frensh (Intermediate)
- Turkish (Basics)

PROFILE

Motivated and versatile professional with experience in administrative support and front desk operations, as well as strong interpersonal skills suited for customer-facing roles. Holds a degree in Electronics, providing a solid foundation in technical understanding and problem-solving. Available to relocate to Qatar and start working immediately if selected.

WORK EXPERIENCE

- Private Medical Practice** September 2024 - April 2025
Receptionist
 - Welcomed patients and directed them appropriately with professionalism and discretion
 - Scheduled and managed patient appointments using paper or digital systems
 - Maintained and organized medical files and ensured proper follow-up on administrative tasks
- Languages Workshop** August 2023 - August 2024
Asistant Director
 - Managed administrative tasks including document filing and front desk operations
 - Handled scheduling, appointment coordination, and internal communication
 - Assisted in organizing meetings, events, and daily operational support

ADDITIONAL ACADEMIC TRAINING

- Ain Temouchent University** 2022-2023
Design Thinking & Business Model Training
 - Gained practical skills in problem-solving, teamwork, and customer centered thinking through real project scenarios.

REFERENCE

Available upon request