

ARFAOUI MOHAMED



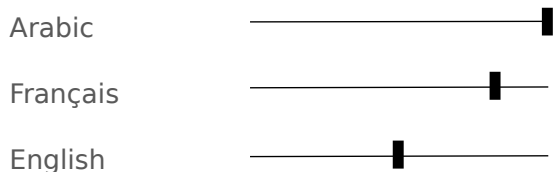
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SKILLS

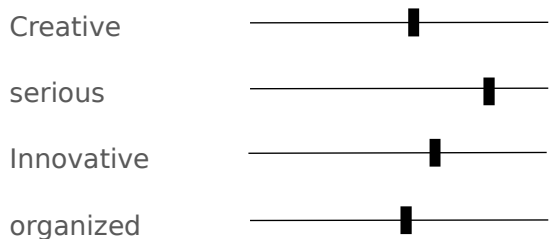
Professionnelles



LANGUAGES



ACCOUNTS



PROFIL

Perfect mastery of the computer tools
Complete tasks with distinction
High professional competence
Seriousness in work and the ability to innovate
Good communication with others
Cooperation with the team

EXPERIENCE

1999- 2005 **Faculty of Law and Political Sciences**
EXECUTIVE SECRETARY
Manage agendas/appointments etc.
Manage phone calls and correspondence (e-mail, letters, packages etc.)

FACULTY OF LAW AND POLITICAL SCIENCES

2005- 2007 **National School of engineers**
OFFICE ADMINISTRATION
Student Registration Student Division into a study team
Preparation of the electronic card for students.

NATIONAL SCHOOL OF ENGINEERS

2005- 2007 **Higher School of Electronic Commerce**
ADMINISTRATIVE ASSISTANT
Students Affairs Department :
- registration
- planning of time jobs
- planning of time-jobs of the sessions of catching up

HIGHER SCHOOL OF ELECTRONIC COMMERCE

2007- TODAY **HIGHER SCHOOL OF DIGITAL ECONOMY**
ADMINISTRATOR
Examination Department:
- preparation of examination plans
- preparation of exam monitoring planning

HIGHER SCHOOL OF DIGITAL ECONOMY

FORMATION

1984 PRIMARY SCHOOL
– Diploma

1993 SECONDARY SCHOOL–