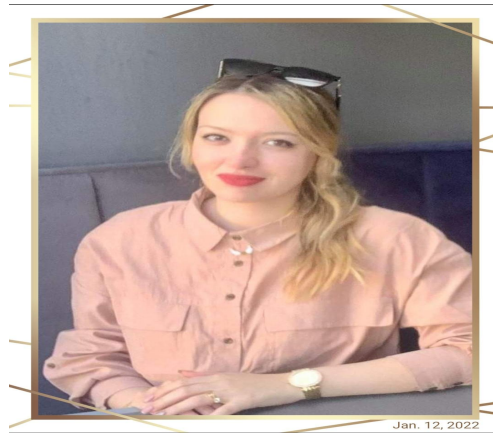


**TAQUES`S  
PRESENTATION**

# Introduction:

*My name is Taoues Ait Abdeslam and I'm 24 years old. I'm from Algeria and I have been in the USA for 3 months. I'm ambitious and driven. I thrive on challenge and constantly set goals for myself, so I have something to strive for. I'm looking for an opportunity to work in a business setting and build my management and administrative skills. I love learning new concepts and I have the ability to absorb and assimilate new ideas and methods very quickly .*





# Education

- ❑ **M.S, in Management, University of Algiers, Algiers, Algeria 2018 - 2020**
  
- ❑ **B.S. in Management, University of Blida, Blida, Algeria 2015 - 2018**
  
- ❑ **High School Diploma (focus on economics and management), Houari Mahfoud, Blida, Algeria 2012 - 2015**





EXPERIENCE

# WORK EXPERIENCE :

❑ **OFFICE MANAGER, Business**  
Emballage Company, Algeria 2019 -  
2021

- *Oversaw and supported administrative duties in the office and ensured that the office operated smoothly .*
- *Managed office supply inventory and placed orders as necessary.*
- *Prepared payroll and managed correspondence .*

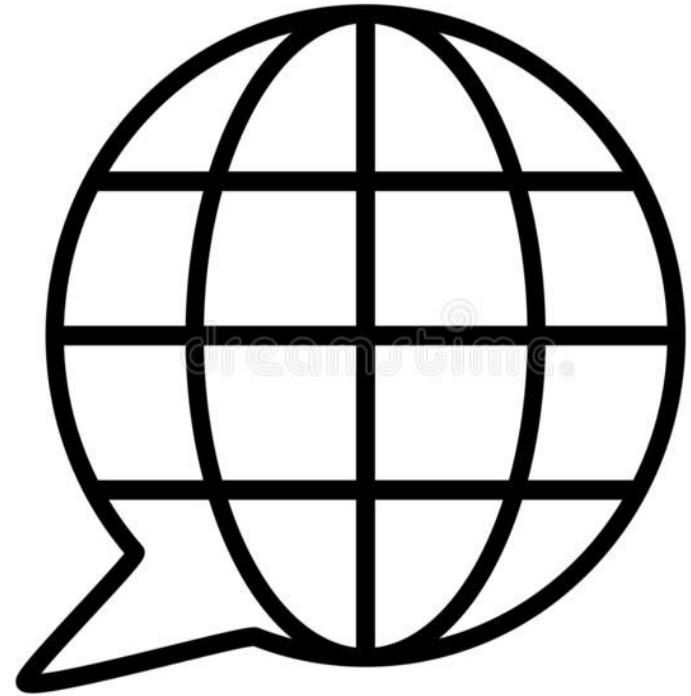
❑ **INTERN, Sogral Transport**  
Company, Algiers, Algeria 2019 -  
2020

- *Managed employment contracts.*
- *Registered new employees.*
- *Prepared employee paychecks.*



- **Microsoft Office**
- **Office administration**
- **Multilingual**
- **Flexible**
- **Team player**
- **Hard-worker**

- FRENCH
- ARABIC
- ENGLISH
- BERBER



*LANGUAGES*



## CONTACT INFORMATION



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