

# BOULIFA ABD ELKADER

## C.V



06 Mares 1998 sidi khouiled .

Cité Sidi Khouiled Ouargla

Social status: Single

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Nationalité : Algérienne .

## SKILLS

### Automated notification:

- Word, power point, excel, Java, spss.

### Relational

- Good communication skills.
- Good customer relationship management.
- Ability to work in a team.

### Managériales

- Taking responsibility and decision-making.
- Taking initiative and autonomy.

### Extra-professional activities:

- Participation in cultural and sporting events
- Sport .
- Travel .
- Footballer.

Driving License: B

## ABOUT ME

Communications Consultant with three years of experience in the field of IT and administrative work in addition to managing social media platforms. I also work in the field of customer service. I am committed to completing and delivering work on time, with the ability to work under pressure and in different environments. I always seek to develop my capabilities and acquire new skills.

## Experiences

### New: Administrative Assistant

Currently work as an administrative assistant at the Petroleum Development Institute. My duties are limited to working with Microsoft programs and managing advertising pages on the institute's social media platforms, in addition to administrative work.

### 2021-2023 : Algerian water.

- data entry officer in the trade department of the Algerian Water Company. My tasks were limited to entering data (entering the consumption value, calculating the amount due, creating invoices) using the Microsoft suite of programs and the Java application.

## Education

- **Kasdi Marbah University -Ouargla- Algeria**
  - Master : Mass Communication and new media.
- **Kasdi Marbah University –Ouargla- Algeria.**
  - Bachelor Communication -A
- **Vocational training and Professionalization center**
  - Technician Automated notification.

## Languages

Arabic: **Very Good.**

English: **Good.**

France: **middle.**